



Cellular Service Order

Email completed service order and supporting documents to tcom-request@tamu.edu. You will receive an automatic email from Help Desk Central providing a reference number (INC#). If you haven't received a response after two business days, reply to the original email or call 979.845.8300 with your INC# for a status update.

Requestor/Departmental Coordinator Information

By filling out this form, you certify you are authorized by your unit to submit this work order.

Name: _____ Unit/College/Department: _____

Phone Number: _____ Email Address: _____

Billing Information

Mailstop/Mailing Address: _____

Account No. (xx-xxxxxx-xxxxx): _____ Authorized Account Signer Name: _____

Signature: _____ Date: _____

Department Authorization

I, the end user's supervisor, confirm that this cell phone is needed for business purposes.

Supervisor Signature: _____

End User Information

End User Name:* _____

I, the cell phone/device user, certify that I need this cellular device for business use. I agree to be responsible for any international charges associated with this device.

Cell Phone/Device User Signature: _____



Service Requests

Select ALL services needed:*

- Connect Device to Cellular Service (assign a phone number to a device)
- Upgrade to new device (move phone number to different device)
- Transfer cellular account from Personal to University managed (transfer phone number / account management)
- Transfer account from University managed to Personal (transfer phone number / account management)
- Disconnect Cellular Service

Device Information

Device Type:* Cell Phone Tablet SIM card only Hot Spot Other

Device Name:* _____

Examples: iPhone X, Samsung Galaxy Note, iPad

Already have your device?

International Mobile Equipment Identity (IMEI) number: _____

The 15-digit IMEI code is used to assign cellular service to devices.

Integrated Circuit Card Identifier (ICCID): _____

The ICCID is unique serial number on a SIM card and is used to assign cellular service to SIM cards.

Already have your phone number?

Phone Number (if applicable): _____

Cellular Plan Options

Service Provider:* AT&T Sprint Verizon

Calling Access:* National (U.S. Long Distance) International None

International Access:* Allow (billed to cell phone user, NOT Texas A&M) Block

Minutes:* Unlimited (or highest available) Minimum Available (currently 450 per month) N/A

Data Plan:* Unlimited (or highest available) Other: _____

Text Messaging:* Unlimited (or highest available) N/A