



International Cell Phone Rental Request

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: _____

International Travel Details

Travel Destination(s): _____

Travel Dates: _____

Cell Phone Pick-up Date: _____ Cell Phone Return 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 user, certify that I need this cell phone for business use. I agree to be responsible for any international charges associated with this device.

Cell Phone User Signature: _____