

Mobile Device Phone Order Request Form

Name of Phone Holder:	
Work Email address of Phone Holder:	
What order type (please select)	<ul style="list-style-type: none"> • New work phone • Upgrade/Replace Existing EE Phone • Upgrade/Reaplce Existing Vodafone to EE • Other (further info required)
If you have a work phone, we require your Existing Mobile No:	
If you have a work phone, we require your Existing Network:	EE / Vodafone
What do you require from your mobile phone (new/upgrade):	<ul style="list-style-type: none"> • Calls • Text • Wifi/Data (Smart Phone)
Department:	Environment
Section/Division:	
Name of Head of Service:	
Hardware Cost Code(Device cost):	
Ongoing Cost Code(contract running cost):	
Software License Cost Code (Annual License fee – Smart Phones Only):	

<p>Please provide any specific requirements that you need from the device for work purposes e.g. specific screen size, capabilities, functions</p>	
<p>Justification / Business Requirement:</p>	

Once completed please return to
ENVMobilephones@carmarthenshire.gov.uk

Your divisional mobile phone rep will then update the order onto the ordering E-form which will be submitted for authorisation by the relevant HoS.