



THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

REQUEST FOR APPROVAL FORM
IPOD, PDA, IPADS AND OTHER SIMILAR DEVICES
WHICH ARE VOICE OR DATA (3G) CAPABLE

Please fill out this form, obtain appropriate approvals, and fax as supporting documentation into Optidoc with your Purchase Order Requisition into Optidoc. PDA = Personal Digital Assistant.

Also refer to the UAB Data Protection and Security Policy http://www.iss.uab.edu/Pol/ElectronicDataDtab.pdf for data protection responsibilities related to the use of PDAs, IPODs, and other data storage devices. By signing this form the requester certifies that they have read and understand the UAB policies noted above.

User Name: _____ Date: _____

Department: _____ Phone: _____

Office Address: _____ E-mail: _____
Building Code Room No. Zip

UAB Account Number to Bill: _____

(Circle one) New Device or Upgrade

(Circle one) IPOD, PDA, IPAD or Other _____ (All information required)

Manufacturer _____ Model # _____ Cost: \$ _____

Description of UAB Business Purpose:

Approved for Outside (3G) Service: _____ (UAB VPIT Approval)

NOTE: This approval form must be completely filled out (including appropriate signatures) for all outside service agreements. The signed approval form must be forwarded to the University Contracts office along with the contract for outside service.

Requestor's Signature: _____ Date: _____
(Required)

Supervisor: _____ Date: _____
(If applicable)

Department Head: _____ Date: _____
(Required)

Dean/Vice President: _____ Date: _____
(Required)

Vice President for Information Technology: _____ Date: _____
(Required)

Call Melissa Loats, Procurement Contracts, at 934-4424 if you have questions.