**North Carolina A & T State University**

**Networking and Systems**

**Wireless Account Creation Request**

This form must be completed in its entirety for all departmental wireless account creation requests and accompanied by at least one wireless phone request. You must have allocated funds for the entire fiscal year indicated in a purchase order that consists of the appropriate departmental funding code and the communication account -73211.

The request should then be forwarded with a ***Letter of Justification***, on departmental letterhead and approved by your respective Vice Chancellor, to the office of Information Technology Services for processing.

**CHERWELL REQUEST NUMBER:** Click here to enter text.

**REQUESTOR:** Click here to enter text.

**DEPARTMENT & FUND CODE:** Click here to enter text.

**\*ESTIMATED DEPARTMENTAL EXPENSE (full fiscal year):** Click here to enter text.

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*Signature of Requestor Date*

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*Signature of Department Head Date*

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*Signature of Vice Chancellor Date*

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*\*\*Fiscal Approval Date*

*(*Contracts & Grants)

\*DEPARTMENTAL EXPENSE IS AN ESTIMATE ONLY. ACTUAL EXPENDITURES WILL CONTINUE TO BE CHARGED AGAINST YOUR ACCOUNT ON A MONTHLY BASIS.

\*\*IN THE EVENT THAT THE REQUESTER IS FUNDING THEIR ACCOUNT WITH NON-DEPARTMENTAL FUNDS SUCH AS A CONTRACT, GRANT, OR OTHER MISCELLANIOUS FUND, APPROVAL IS NEEDED FROM AN ADMINISTRATOR RESPONSIBLE FOR SAID FUNDS

 **ITS ONLY**

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 *ITS Authorized Signature Date*

*Revised on 11/6/2017*