

**Manukau Institute of Technology**  
**Request to join MIT Corporate Mobile Plan**

Staff information	Managers Information
Name:	Name:
Position title:	Position title:
Department:	Department:
Cost Centre:	
Amount currently reimbursed: \$ _____ /month	
Corporate Mobile Plan Request	Porting Details
New Number / Existing Number <i>(complete right column)</i>	Number to be ported:
Port/Connection timing: ASAP or Date	SIM Number:
	Existing provider:
Managers Approval:	Are you currently on any plan? Yes / No
Name : _____	If yes, then account details:
Signature: _____	Account Number: _____
Date: / /	Account name: _____
Request for MIT Mobile Phone	
Do you require a Mobile Phone: Yes / No	Select a category approved by your Manager <i>(as per MIT Mobile Phone Policy (ICT5))</i>
Phone Preference: <del>iPhone</del> / Samsung / <del>Other</del>	Category A / Category B / Category C
Are you applying for an exception to the device allocation policy? Yes / No	Signed: _____ Date: _____
If Yes, provide rationale: _____ <i>(complete right column)</i>	Manager: _____
_____	Signed: _____ Date: _____
_____	DCE/EGM: _____
_____	<small>For exception requests Only:</small>
_____	Signed: _____ Date: _____
_____	TS Senior Manager Name: _____

I acknowledge that I have read and understood the MIT Mobile Device Policy (ICT5) and I am liable for any excessive or unauthorised expenditure incurred by me on the MIT Corporate Plan.

Click on the following link to read the Policy: [MIT Mobile Device Policy \(ICT5\)](#)

Staff name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed : \_\_\_\_\_