**Technology Services**

Support Ticket # Click here to enter text.



**REQUEST FOR DISTRICT CELL PHONE**

* Please complete this form with the appropriate authorization signature
* Scan or E-mail to [Support@scusd.edu](mailto:Support@scusd.edu)
* If you have any questions, please call Technology Support @ 916-643-9445
* **Please note**: **This phone is District property and is to be returned to Technology Services upon discontinuation of use. Do not transfer phones between employees or departments.**

**NEW USER UPGRADE BROKEN/REPLACEMENT**

**Requestor Information:**

|  |  |  |
| --- | --- | --- |
| **Last Name, First Name:**  Click here to enter text. | **Title:**  Click here to enter text. | **Department/Loc:**  Click here to enter text. |
| **Office Phone:**  Click here to enter text. | **Email:**  Click here to enter text. | **Date:**  Click here to enter a date. |

**Mobile Phone User Information (If different than above):**

|  |  |  |
| --- | --- | --- |
| **Last Name, First Name:**  Click here to enter text. | **Title:**  Click here to enter text. | **Department/Loc:**  Click here to enter text. |
| **Cell Phone Number:**  Click here to enter text. | **Email:**  Click here to enter text. | **Date:**  Click here to enter a date. |

**AUTHORIZATION**

|  |  |  |
| --- | --- | --- |
| **Last Name, First Name:**  Click here to enter text. | **Title:**  Click here to enter text. | **Department/Loc:**  Click here to enter text. |
| **Authorizing Signature:** | | **Date:** |

**FOR TECH SERVICES USE ONLY**

|  |  |  |
| --- | --- | --- |
| **OLD Phone Make/Model:**  Click here to enter text. | **Phone IMEI/MEID No.:**  Click here to enter text. | **Cell Phone Number:**  Click here to enter text. |
| **NEW Phone Make/Model:**  Click here to enter text. | **Phone IMEI/MEID No.:**  Click here to enter text. | **Cell Phone Number:**  Click here to enter text. |

**DELIVERY INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Delivered To (Print Name):** | **Title:** | **Date:** |
| **Signature** | **Department/Site:** |  |
| **Delivered By (Print Name):** | **Signature:** | **Date:** |