



**University of Wisconsin Oshkosh
Authorization Request for iPad/Tablet Mobile Device
Data Service Reimbursement**

This form must be completed prior to the purchase of or before the transfer of ownership of an iPad with Mobile Device Data Capability.

Employee _____

Employee's Title _____

Department/Unit _____

Activation of iPad mobile device data service is done on the iPad itself and must be done with a personal credit card. A University purchasing card may **NOT** be used to do this. Service is month-to-month and will auto renew if not cancelled. Will the requestor of this authorization be seeking reimbursement for the costs associated with activating mobile device data services on the iPad?

Please Circle One: YES NO

If **YES** please give a sound work-related purpose, identifying those job responsibilities you have, that justify reimbursement of the fees associated with activating the mobile device data service capability on the iPad (attach additional information if needed):

Employee _____ Date _____

I hereby authorize the use and/or service cost reimbursement of an iPad with mobile device data service communications described above for the purposes stated.

Account Administrator _____ Date _____

Supervisor Signature _____ Date _____

Dean/Director _____ Date _____

Send signed original to Finance and Administration–Purchasing, Dempsey 236 for review. If service is approved, Requesting Department will receive an email notifying of approval. Requesting Department will need to submit to the Help Desk for further processing.