

SMARTPHONE SYNCHRONIZATION REQUEST

Request to Synchronize SmartPhone with City Mail Server

User Name: _____

Department: _____

Division: _____

This form is to be used for requesting authorization to synchronize a personally owned SmartPhone with the City's Microsoft Exchange email system.

Date of Request: _____

Device Make and Model: _____

Cellular Carrier: _____

Cell Phone Number: _____

By signing below I certify that the information I have provided on this form is true to the best of my knowledge. I have read and understand the City's cell phone policy, mobile device policy, and any other applicable security policies. I agree to use a password to access my device and will notify the I.T. Division immediately should my phone become lost or stolen. I also agree to allow the Information Technology Division to remotely erase all data on my phone if it is lost or stolen. I understand that authorization to synchronize my smartphone is not, in itself, justification for establishment of, or additional cell phone allowance.

User Name (Print): _____

Signature: _____

Date: _____

Department Authorization:

Request is: Accepted Denied Date: _____

Approver Name (Print): _____

Authorized Signature: _____

Information Technology Review:

Request is: Accepted Denied Date: _____

Authorized Signature: _____

Administrative Services Approval:

Request is: Accepted Denied Date: _____

Authorized Signature: _____