



CITY OF OMAHA AND DOUGLAS COUNTY VERIZON WIRELESS REQUEST FORM

City of Omaha Employee Douglas County Employee

Date of Request: _____

Dept Name: _____

Cost Center #: _____

User Name: _____

User Job Title: _____

User Job Title: _____

Other Contact Phone #: _____

User Email Address: _____

Employee Supervisor Name: _____

Current Work Cell Phone #: _____

Employee Supervisor Contact #: _____

(City Employees Only) State why employee needs own phone & could not use one assigned to the Department BE SPECIFIC:

Reason: _____

WIRELESS SERVICE REQUEST

Requested Voice Phone Type: _____
(e.g. Convoy, etc)

Requested Accessories: _____
(e.g. car charger, case, etc...)

Requested SmartPhone Device: _____
(e.g. iPhone, Droid, Blackberry, etc.)

Requested Other Device _____
(Tablet, iPad, MiFi, Air Card, etc.)

Other Type of Request: _____

ADD PERSONAL BLACKBERRY DEVICE TO BES:

Current Carrier: _____

Current Cell Phone #: _____

Pin #: _____
(Go to Options, Select Status)

License #: _____
(DOTComm Use Only)

NOTE: Technical support for personal devices will be provided by the end user's carrier.

Rate Plans (contact DOTComm for current rates)

All plans include Voicemail, Caller ID, Call Waiting, Call Forwarding, 3-Way Calling and Back-Up Assistant Phonebook Manager

WSCA Voice Nationwide for Gov't Share Plan: Unlimited Mobile to Mobile and Nights & Weekends Calling Minutes, No Domestic Roaming or Long Distance Charges, Shared Minutes with all City and County accounts therefore no overages

WSCA 3G/4G Nationwide Email for Gov't Share Plan: Unlimited Data Allowance for Email & Domestic Text Messaging, Unlimited Mobile to Mobile and Nights & Weekends Calling Minutes, No Domestic Roaming or Long Distance Charges, Shared Minutes with all City and County accounts therefore no overages

Local Flat Rate Calling Plan: Charged a monthly access fee and a per minute rate

COUNTY NOTE: ALL NEW CELL PHONES LINES OF SERVICE MUST BE DIRECTED TO THE PURCHASING DIVISION, ATTN: LISA ANDERSEN FOR APPROVAL

CITY NOTE: ALL NEW CELL PHONE LINES OF SERVICE MUST BE DIRECTED TO THE MAYOR'S OFFICE, ATTN: PHONE BANK COMMITTEE FOR APPROVAL



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By signing this agreement you agree to follow the policies and procedures as assigned to your device by your respective organization and DOTComm. The end-users need to notify the DOTComm Service Desk at 402-444-3663 if the device is lost, stolen, or needs to be removed from the BES due to resignation or termination. In the event of a lost or stolen phone, the end-users agree to allow DOTComm to remove all information, including all applications from the device. By signing this Wireless Request Form the department is approving the business need and is authorizing payment for the annual support cost of \$50.00 for each device and the one time per device cost of \$100.00 for a Blackberry Enterprise server license. The City of Omaha and Douglas County will be billed proportionally to the number of devices activated on the BES server.

(EMPLOYEE SIGNATURE)

(DATE)

(EMPLOYEE SUPERVISOR SIGNATURE)

(DEPARTMENT HEAD SIGNATURE, NO STAMPS)

(COUNTY PURCHASING/PHONE BANK COMMITTEE APPROVAL)

(DATE)

Please contact the Service Desk at 402-444-3663 or via email at servicedesk@dotcomm.org if you are experiencing problems or have additional questions. We are here to help you!