

# DEDJTR Mobility Request – New Order

Please ensure ALL fields have been completed and authorisation from your Director is obtained before returning this form.

## Costs to Business

Please note the following:

- indicative costs are for the information of business managers only
- prices include GST and are subject to change
- wherever possible, device requests will be supplied from existing stock at no cost
- please allow up to 5 business days for devices to be purchased, configured, and delivered
- If the listed devices will not meet your business requirements, please contact Technology Services for advice before submitting this form.

For Feature Phones, return the completed form to [technology.services@ecodev.vic.gov.au](mailto:technology.services@ecodev.vic.gov.au)

For Smart Phones and Tablets, return the completed form to [support@mscmobility.com.au](mailto:support@mscmobility.com.au)

## Section 1 – End User Details

First Name		Network ID	
Surname		Group	
Landline Number		Business Unit	
Mobile Phone Number		Cost Centre	
Email Address			

## Office Delivery Address

Apt./Lv./etc.		Street Address			
Suburb		State		Postcode	

## Section 2 – Hardware (Please select one item per order)

Type	Item	Cost	
Feature Phones (no email)	Samsung Galaxy J3	\$329	<input type="checkbox"/>
	Telstra Tough 4	\$269	<input type="checkbox"/>
	Telstra Tough Max (touchscreen)	\$480	<input type="checkbox"/>
Smart Phones	iPhone SE 16GB + Rubber Case	\$700	<input type="checkbox"/>
	iPhone 7 32GB + Rubber Case	\$1080	<input type="checkbox"/>
	iPad Pro 9.7" 32GB + Smart Keyboard cover	\$899 + \$229	<input type="checkbox"/>
	iPad Pro 12.9" 128GB + Smart Keyboard cover	\$1,699 + \$229	<input type="checkbox"/>
4G Broadband dongle	Telstra 4G mobile broadband dongle (for laptops)	\$100 + data plan	<input type="checkbox"/>

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## Section 3 – Mobile Service Number (Please select one plan per order)

Plan	Monthly Data Allowance	Cost	
Medium	1GB	\$22/month	<input type="checkbox"/>
Power	4.5GB	\$40/month	<input type="checkbox"/>
No plan (device only)	-	-	<input type="checkbox"/>

Do you require a new mobile number for this device or would you like to use an existing mobile number?\*

*\*Each device with a mobile service has its own mobile number, e.g. your mobile number for your phone is different to the mobile number for your tablet. Be sure to list the mobile number you would like to use with the device you are ordering.*

New (go to Section 5)

☐

Existing (go to Section 4)

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## Section 4 – Existing Mobile Number

What is your existing mobile number?		
Did DEDJTR provide your existing mobile number?	Yes	<input type="checkbox"/>
	No (Please contact Technology Services to complete a Telstra Change of Ownership form.)	<input type="checkbox"/>
Who is the service provider for your existing mobile number?	Telstra	<input type="checkbox"/>
	Other (Please complete the Telstra Mobile Number Porting form)	<input type="checkbox"/>

## Section 5 – Email Access (Traveller)

Is email access on the device required? (The email address provided in Section 1 will be configured for use on the device)	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Item	Cost
Email Activation Establishment Fee	\$82
Email Access	\$129 per year

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## Section 6 – Business Justification

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Please indicate the nature of your new device order.

### Section 6.1

New device	Replacement device	Repair a damaged device	Other
<input type="checkbox"/> First Device	<input type="checkbox"/> Aged – over 24 mo	<input type="checkbox"/> Device Repair	<input type="checkbox"/>
	<input type="checkbox"/> Upgrade		

**Please send all old and unused devices back to Technology Services. Level 7, 1 Spring Street Melbourne**

## Section 7 – Terms and Conditions

I have read the <a href="#">Mobile telephones, Smart Phones and Tablet Devices Policy</a> carefully understand the significance of the conditions and agree to abide by these conditions.	<input type="checkbox"/>
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I understand that there is a cost to my business unit involved in this request.	<input type="checkbox"/>
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I agree to:

- remote wiping of entire corporate device<sup>1</sup>:
  - if the device is lost, stolen or I cease employment with DEDJTR
  - in the case of wrong password attempts (10 attempts)
- notifying Technology Services as soon as I am aware that my device is missing
- locking the device using a secure passcode
- DEDJTR data and/or documents are to be stored within appropriate corporate applications ONLY
- DEDJTR choosing to track my device on being reported as lost or stolen or by consent from the user [Note: this feature is disabled for BYOD users]
- DEDJTR may choose to blacklist any applications that have potential to pose security risk or threat to corporate applications or data usage is in accordance with [VPS Code of Conduct](#).

Signature	Date

<sup>1</sup> Device on remote wipe will be restored to factory settings and SIM locked. To unlock the SIM, please contact MSC Mobility on 1800 994 905 for PIN.

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Section 8 – Approval			
Position	Name	Signature	Date
Line Manager			
Director			