

## MOBILE SERVICE, DEVICE OR BUSINESS TOOL – WITHOUT DJR EMAIL

SECTION 1: CONTACT DETAILS			
Contact name		Contact number	
Business unit		Office	
Delivery Address			

  

SECTION 2: ORDER DETAILS			
<b>MOBILE SERVICE INFORMATION</b> (select all that apply)		<b>APPROVED DEVICE TYPE</b> (select all that apply)	
<input type="checkbox"/> Activate a new number		<input type="checkbox"/> Purchase a catalogued mobile device	
<input type="checkbox"/> Reassign a DJR number to a new user		<input type="checkbox"/> Purchase a non-catalogued mobile device	
<input type="checkbox"/> Transfer into DJR a non-DJR number (contact TMG for advice)		<input type="checkbox"/> Purchase a catalogued remote access device	
Add Data Pack (additional costs apply): <input type="checkbox"/> 1GB <input type="checkbox"/> 2GB <input type="checkbox"/> 3GB		<input type="checkbox"/> Reassign a DJR approved device to a new user	
ADDITIONAL INFORMATION (include all known details)			
Is this a replacement service? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is this a replacement device? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Service number		Device Model	
SIM number		Quantity	
Previous owner		Previous owner	
Comments			

  

SECTION 3: CHARGE CODES			
Ongoing		Purchase	

  

SECTION 4: ADVICE TO SIGNATORIES AND USERS			
<p>Before submitting this form, the Telecommunications Management Group (TMG) would like to advise that:</p> <ul style="list-style-type: none"> <li>all sections are required to be completed and signed where applicable</li> <li>for enquiries you may phone TMG on 8684 6888 or send an email to <a href="mailto:telecomms@justice.vic.gov.au">telecomms@justice.vic.gov.au</a></li> <li>if purchasing an iPad or iPhone (without email), the service owner will be notified when the device is ready for collection</li> <li>if requiring more than one service to be activated then a separate application is required for each service with the exception of a once-off bulk authority request completed only by a Deputy Secretary, equivalent or delegate (contact TMG for advice)</li> <li>data services allow connectivity to public internet sources that cannot be connected directly to DJR networks or components</li> </ul> <p>The signatories and service user must read and accept:</p> <ul style="list-style-type: none"> <li>responsibility for all costs associated with using mobile voice and data services including excess usage</li> <li>the terms and conditions and associated policies (refer to J-info   Technology   Order hardware + software)</li> <li>responsibility to remain aware and agree to any changes that occur to current terms and conditions inclusive of the policies</li> <li>that when signing you are confirming that you have the appropriate authority for this request and if signing as an authorised delegate you are able to provide evidence to support the delegation, including upon request for auditing purposes</li> </ul>			

  

SECTION 5: SERVICE USER			
A staff member or role that has been allocated and physically provided with an active DJR mobile SIM service to support a departmental function.			
Name / Role		Email	

  

SECTION 6: SERVICE OWNER			
A staff member or contractor employed by the department who will be responsible for the operational use, cost and security of a DJR mobile SIM service. A Service Owner must have a DJR Lotus Notes account. A Service Owner may also be the Service User.			
Name		Email	
Signature		Date	

  

SECTION 7: BUSINESS UNIT MANAGER APPROVAL			
Business Unit Manager approval, including equivalents or authorised delegates, is required for all new services or when transferring an existing service to an existing approved role or when purchasing multiple devices only (and will be responsible for all devices).			
Name		Delegation	<input type="checkbox"/> Signed as an Authorised Delegate
Signature		Date	

  

SECTION 8: DEPUTY SECRETARY (OR EQUIVALENT) AUTHORISATION			
Deputy Secretary authorisation, including equivalents or authorised delegates, is required if purchasing an iPad or iPhone device (without DJR email) or if requesting to add a Data Pack.			
Name		Delegation	<input type="checkbox"/> Signed as an Authorised Delegate
Signature		Date	

\*\*\* Please email completed applications to the Telecomms team ([telecomms@justice.vic.gov.au](mailto:telecomms@justice.vic.gov.au)) \*\*\*