  
START by CLICKING in SECTION A: Service field and USE TAB KEY to move to next field/s.  
By not completing this request in full your order could be delayed. Last revised 8/26/2025

**DEQ Mobile Device Request**

\*Hotspot Feature $5 – $10 per month (see Section A) **OR \***\* Internet Device starts at $38.75 per month (see Section B)

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***SECTION A:**Service New Phone with Service \*Add Mobile **Hotspot feature** Choose an item.

\*If requesting Service on Existing Tablet or Laptop, **MUST** provide numbers from device/SIM card: IMEI/ICCID/Mobile Broadband Card. Type information in ‘Current Device Telephone #’ field below.

Mobile Phone #: Click or tap here to enter text. Change User: Choose an item.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*SECTION B:** *(for device selections, refer to Vendor Promotional provided to you)*

\*\*Device to order: Choose an item. Device: Click or tap here to enter text.

Order me a phone case: Choose an item. Order me a car charger: Choose an item.

Primary City of Use: Click or tap here to enter text. Estimated minutes: UnlimitedProvider: Choose an item.

Justification: Click or tap here to enter text.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  
SECTION C:**Employee/User Name: Click or tap here to enter text. Division: DMF Section: Click or tap here to enter text.

Office Phone: Click or tap here to enter text.

Work Email: Click or tap here to enter text.@deq.nc.gov

Work Address: Click or tap here to enter text.   
Cost Center:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Fund | AMU | Program | Funding Source | Project |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Ship To Address (NO PO Boxes or MSC): Click or tap here to enter text.   
**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  
SECTION D:**Employee Signature: Date:Click or tap here to enter text.  
I have read and agree to adhere to the DEQ Mobile Device Policy located [here](https://ncconnect.sharepoint.com/sites/deq/fsd/DEQ%20Property%20Management/Forms/AllItems.aspx).  
Supervisor’s Signature: Date: Click or tap here to enter text.   
Supervisor’s Email:Click or tap here to enter text.[**@deq.nc.gov**](mailto:text.@ncdenr.gov)Supervisor’s Phone:Click or tap here to enter text.