DEQ Mobile Device Request

***If** requesting Service on Existing Tablet or Laptop, you **MUST** provide Make/Model/SN/IMEI/ICCID/Mobile Broadband Card/SIM Card# from the device in the 'Mobile Phone #' field below.*

**All devices come equipped with Mobile Hot Spots. Otterbox phone cases are ordered for every phone.*

Service Requested: ☐ Upgrade Existing Device ☐ New Service

Existing Mobile Phone #: or ☐ New Phone Number

New Device Requested:

Provider: ☐ Verizon (DEQ Preferred) ☐ US Cellular ☐ AT&T

Order a Car Charger: ☐ Yes ☐ No

Primary City of Use:

Explain which job duties require the employee to have and maintain a mobile device?

Employee First & Last Name: Division: Choose a Division

Work Email: @deq.nc.gov Phone Number:

Work Address:

Ship to Address *(NO PO Boxes or MSC. Must include Floor and Office Number)*: ☐ Same As Above

---

Cost Center:

Budget Fund AMU Program Funding Source Project

Mobile devices may only be issued to employees whose roles require them for critical functions, such as remote accessibility, work outside scheduled hours, or emergency response. Any device provided must be the minimum necessary to perform job duties and is restricted strictly to State business use, including a prohibition on use for home internet. Employees who telework must provide reliable, high speed internet service and the ability to effectively use technology. Agencies are responsible for auditing device usage and reporting policy updates to oversight bodies. Failure to comply with these guidelines may result in device removal, service deactivation, or disciplinary action.

Employee Signature: Date:

Supervisor's Signature: Date:

Supervisor's Email: @deq.nc.gov Supervisor's Phone:

FOR DMF ACCOUNTING INTERNAL USE ONLY:
Bill Code: DEQ-xxxx-(16-digits)

Last Revised: 04/01/2026