

Navajo Nation Wireless Device Assignment Form

Wireless Device Assignment Information

Employee Name: _____
Employee Job Title: _____
Email: **(Must be Navajo Nation Email. NO Yahoo, Hotmail, Gmail, MSN, etc.)** _____
Division Name: _____
Department or Program Name: _____
Wireless Phone Number: _____
Wireless Service Provider: CellularOne__ VZW Other: _____
Account Number & Business Unit # _____

FOLLOWING DOCUMENTS MUST BE ON FILE & UP TO DATE BEFORE RELEASING A DEVICE:

EASF Document POC Memorandum Inventory Document

Wireless Device Equipment Information

Disposition: New Line__ Upgrade Replacement__
IMEI/MEID (Device ID)#: _____
SIM#: _____
Serial #: _____
Device Name: _____
NN Property Delivery/Pick up: _____

Employee's Acknowledgement (Read and Check Mark)

- I agree to abide by the Navajo Nation Wireless Device Usage Policy & Procedures and agree to payroll deduction for any violation or unauthorized use.
- I am responsible for security and physical condition of the wireless device at all times. If I lose or damage the device due to negligence, I will be responsible for replacement at my cost.
- I will return the device to the assigned Point of Contact or NNTU prior to departure from the Navajo Nation or interdepartmental transfer within the Navajo Nation. Failure to do so will result in payroll deduction.
- I will use the device for conducting Navajo Nation business only and will not use it for my personal use.

NN Employee: _____ (Sign) _____ (Print) _____ (Date)
Point of Contact: _____ (Sign) _____ (Print) _____ (Date)
NNTU: _____ (Sign) Trisha Spencer AMS _____ (Print) _____ (Date)