  
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 2/18/2022

**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)

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\*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.

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\*\*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: Replacement of lost phone

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

Office Phone: Click or tap here to enter text.   
  
Company & Cost Center DEQ-xxxx-*(16-digits)*  16002P40P0650000  
 **(NOTE: Check with your Budget Officer for correct Company & Cost Center. If number NOT correct this will cause a delay with your order.)**

Work Email: vicky.thayer@ncdenr.gov

Work Address: Click or tap here to enter text.   
  
Ship To Address (NO PO Boxes or MSC but MUST include Floor # and Office #): 3441 Arendell St, Morehead City NC28557   
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SECTION D:**Employee Signature: Date:  
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:   
Supervisor’s Email:[**@deq.nc.gov**](mailto:text.@ncdenr.gov)Supervisor’s Phone:Click or tap here to enter text.