

Attention: ITD Service Desk
 Email: servicedesk@cqu.edu.au

MOBILE DEVICE TRANSFER FORM

Please transfer the following device:	Asset Tag:

FROM – EXISTING ASSET DETAILS

Username:		Service number:	
Division/Directorate:		IMEI/Serial Number:	
Campus/Building/Room:			

TO - NEW ASSET DETAILS

Username:		Service number:	
Faculty/Directorate:		IMEI/Serial Number:	
Campus/Building/Room:			
Effective from (and effective to date if required)			

COST CODE

%	A/c	Fund	Dept ID	Loc	Program	Class	Project

Please note that the Data Plan will remain the same unless instructed otherwise for the new user. This form is to be completed fully and authorised by the relevant financial delegate. Please attach this form to your IT Request.

Supervisor Authorisation: _____ **Date:** _____

Financial Delegate Signature: _____ **Date:** _____

Name of Financial Delegate: _____ **Date:** _____

Office Use Only:

Fleet manager updated:	PeopleSoft updated/asset details:	Telstra Data usage details updated:	SysAid number:
Actioned by:	Actioned by:	Actioned by:	Actioned by:
Date:	Date:	Date:	Date: