



Form A

7/11/2024

LDH-TELECOMMUNICATIONS DEVICE REQUEST FORM

(ONE FORM PER DEVICE. FOR BULK ORDERS CONTACT LDH ADMIN. SERVICES)

Telecom Coordinator/Liaison Name: _____ TC/TL PHONE NUMBER: _____

Bill Payer Name: _____ Bill Payer Phone Number: _____

Billing Address: _____

Agency Name: _____ Section Name: _____

LaGov Cost Center #: _____

BILLING (PLEASE CHECK ONE OF THE BOXES BELOW)

CELLULAR SERVICES REQUESTING (ONLY ONE DEVICE ASSIGNED PER EMPLOYEE):

(The user will have unlimited talk, text, data, and hotspot/tethering service)

CELL PHONE: AT&T VERIZON **MIFI:** AT&T VERIZON **IPAD:** AT&T VERIZON

Check prefix number applicable to employee's location: 225 318 337 504 985

Charge Existing Account (list account #) _____

Create New Account (list section to be set up under) _____

Name of Employee & Personnel # the Device Will Be Assigned to: _____

**IF NOT MAILED TO BIENVILLE, where does the device need to be mailed? Must use a physical OFFICE address:
(DEVICE CANNOT BE MAILED TO EMPLOYEES HOME THROUGH THE VENDOR)**

The State of Louisiana may only purchase electronic devices for state employees. Such devices are not to be purchased for and/or loaned to contractors, or other individuals who are not officially employed by the State of Louisiana. Please note that while federal emergency funds (HRSA) may be used to purchase devices, the funds are not available for on-going service fees.

A statement of justification is required to be attached to this request.

By signing this document, I am certifying the availability of on-going funding for the requested cellular service and all related fees/charges to this account being available within this budget unit.

	Signature	Date
Approval of Agency Budget Officer		
Approval of Agency Assistant Secretary, Medicaid Director, or Board/Commission/LGE Executive Director		
LDH Administrative Services Validation/Verification		
Approval of Deputy Secretary (OAAS, OBH, OCDD, OPH, and Board/Commission/LGE Executive Director)		
Approval of Undersecretary (OS/OMF and MVA)		