

**Information Services – Pager & Cellular  
Departmental Lost/Damaged Pager Reimbursement**

Date: \_\_\_\_\_

Department: \_\_\_\_\_ Pager #: \_\_\_\_\_

User Name: \_\_\_\_\_ Ext. #: \_\_\_\_\_

USA Mobility charges a deductible for lost pagers. That fee will be charged to the department of the lost pager and the pager will not be replaced until authorization has been obtained.

Check the option below that applies:

<b>Replacement</b>	<b>Fee</b>	<b>✓</b>
Digital	\$10.00	<input type="checkbox"/>
Alpha	\$20.00	<input type="checkbox"/>
T900/Webster	\$25.00	<input type="checkbox"/>
Timeport	\$50.00	<input type="checkbox"/>

\_\_\_\_\_  
Employee Name (Typed or Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Authorized Name (Typed or Printed)

\_\_\_\_\_  
Authorized Signature

**PeopleSoft Billing Information:**

Business Unit	DeptID	Fund Code	Operating Unit	Program Code	Class Field	Project ID	PC Business Unit	Activity ID	Budget Ref

Email scan to [mcopado@utmb.edu](mailto:mcopado@utmb.edu) or [dwdefoor@utmb.edu](mailto:dwdefoor@utmb.edu)  
or  
Fax to 772-5799