

# PERSONAL DIGITAL ASSISTANT (PDA)

## “CHECK LIST”

DATE: \_\_\_\_\_ CONTRACTOR: SAIC, CRL, DMS, WISCO (Circle One)

Communicating \_\_\_\_\_ Communicating w/Cellular \_\_\_\_\_ Non-Communicating (Organizer) \_\_\_\_\_

**Absolutely “NO” Camera’s (NO EXCEPTIONS!)**

Employees Name: \_\_\_\_\_ Emp. I.D. #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

IMPAC Card Holder: \_\_\_\_\_, X. \_\_\_\_\_, Emp. I.D. #: \_\_\_\_\_  
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### **Non-Communicating (Organizer only)**

IF NON-COMMUNICATING PDA IS NEEDED - CARD HOLDER CAN PURCHASE ITEM THEMSELF.

### **Communicating (E-mail & Web Browser & Organizer)**

Communicating PDA will give you access to the Web, E-Mail and Organizer.

Is this what you would like to purchase? Yes \_\_\_\_\_ No \_\_\_\_\_

### **Communicating w/cellular: (PDA and Cell Phone)**

PDA automatically comes with E-mail, Web Browser & Organizer. Questions with Cellular Phone:

1. How many minutes do you anticipate using per month? \_\_\_\_\_ 30 60 120 240
2. Will the phone be used after hours and week-ends? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Will phone be used in local calling area only? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain : \_\_\_\_\_  
\_\_\_\_\_.

Comments:

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Justification Attached: Yes \_\_\_\_\_ No \_\_\_\_\_, If no, why not \_\_\_\_\_  
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