R·I·T
Information &
Technology Services

Duo Token Request

Please return this form to the ITS Service Desk at 1113 Gannett Hall

Section I – Required Personal Information (*Please Print*)

Name : _____ _____ _____
(*First*) (*MI*) (*Last*)

University ID Number: _____

Department/Division: _____ Building/Room: _____ Phone:_____

Department Budget Number (To be charged $25): _____

Section II – Reason Verification for token

Why do you want a token? (select one):

- ☐ I don't have a smartphone
- ☐ I don't have a desk phone
- ☐ Other

ITS Received:
Token ID:

If "other" is checked, please provide the reason here:

Section III – Authorization

I understand that if the token is lost or broken, my department will be liable for the replacement. I acknowledge that if the token is lost or stolen, I must immediately report it as missing to the ITS Service Desk.

_____ _____ _____
Print Name of Requestor | Requestor's Signature | Date

I approve this request, the assignment of a physical token, the initial cost of the token, as well as any future replacement fees.

_____ _____ _____
Print Name of Department Head | Department Head's Signature | Date