Shippensburg University

Wireless Communication Device Transition Check List

Employee Name: _____

Current Cell Phone or Wireless Device Number: _____

1. Please check the action which most accurately describes the transition you wish to pursue.

1. ( ) I am currently in possession of a WCD owned by Shippensburg University and serviced by Verizon Wireless. I wish to transfer liability of the phone and service from Shippensburg University to an Individual Liable Account with Verizon Wireless, maintain the existing phone number, package and equipment currently established for my use.
2. ( ) I am currently in possession of a WCD owned by Shippensburg University and serviced by Verizon Wireless. I wish to transfer the phone number to a different provider (AT&T, Cingular, T-Mobile, Sprint, Nextel or Other) and establish a new Individual Liable Account with a different provider. I will be responsible for determining the appropriate package and equipment to fit my needs. I will return all university owned equipment to the Office of Telecommunications.
3. ( ) I I am currently in possession of a WCD owned by Shippensburg University and serviced by Verizon Wireless. I wish to *transfer* the current phone number to another account currently established as an Individual Liable Account, and terminate any service package currently assigned to this phone number.
4. ( ) I have submitted justification for the WCD Stipend. I wish to *cancel* the current number listed above and maintain a phone number assigned to my current Individual Liable Account. I will notify the appropriate department heads of the new phone number. Please terminate the university phone number and any service package. I will return all university owned equipment to the Office of Telecommunications.
5. ( ) I am currently in possession of a WCD owned by Shippensburg University. I am no longer in need of a WCD and will not be receiving a WCD Stipend at this time. Please cancel the phone number, package and services associated with this phone number. I will return all university owned equipment to the Office of Telecommunications.