Return of Wireless Communication Devices (Cellular or Smart Phones)

Office of Information Technology, Southern Connecticut State University

Please return your device to IT Help Desk. Please return all accessories that came with the device including but not limited to chargers, batteries, carrying cases, blue-tooth headsets, and memory cards. Please also drop off devices that are no longer in use for proper disposal/recycle.

<table>
<thead>
<tr>
<th>General Information</th>
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<tbody>
<tr>
<td><strong>Today’s Date</strong></td>
</tr>
<tr>
<td><strong>Your Name</strong></td>
</tr>
<tr>
<td><strong>Office Number</strong></td>
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<table>
<thead>
<tr>
<th>Mobile Phone Number</th>
<th>Carrier</th>
<th>Device Serial #</th>
<th>Reason for Return</th>
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<tbody>
<tr>
<td></td>
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<td>☐ Termination of Service</td>
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<td>☐ Defected</td>
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<td>☐ Lifecycle</td>
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<td>☐ Change of the Calling Plan</td>
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Phone Maker: __________________________  Phone Model: __________________________

Employee’s Name __________________________  Employee’s Signature __________________________  Date __________

Supervisor’s Name (Termination of Service Only) __________________________  Supervisor’s Signature __________________________  Date __________

IT Help Desk Staff Name __________________________  IT Staff’s Signature __________________________  Date __________

Cc. Human Resources, Administrative Support Services