

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.

General Information			
Today's Date		Department	
Your Name		Office Phone Ext.	
Office Number		Office Building	

Mobile Phone Number	Carrier	Device Serial #	Reason for Return
			<input type="checkbox"/> Termination of Service <input type="checkbox"/> Defected <input type="checkbox"/> Lifecycle <input type="checkbox"/> Change of the Calling Plan
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