



## Employment Termination

### Verizon Cell Phone Return/Cancellation Form

PRIOR to employee leaving their campus position, please complete and sign this form.

Forward it to Elena Mastrangelo, by email or fax x7942.

Date:

Cell User Name:

Dept:

Org:

Contact email (most recent):

**Department Head: Please mark (X) which Option you have selected and sign**

**here:** \_\_\_\_\_

#### **Option 1**

Former employee will keep the cell phone and the assigned number. \_\_\_\_\_

\*Please call x7361 to make arrangements. **Allow at least 7 business days before your last day of employment**

#### **Option2**

I will return the cell phone and release the assigned number. \_\_\_\_\_

\*Please have cell phone delivered to Business Services DLS Hall 105

#### **Option 3**

I will return the cell phone and keep the assigned number only. \_\_\_\_\_

\*Please have cell phone delivered to Business Services DLS Hall 105. **Allow at least 7 business days before your last day of employment**