



**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. \_\_\_\_\_

(a transfer application will be forwarded to their most recent email address)

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 and a transfer application will be forwarded to the most recent email address)