



**Verizon Telephone Request Application Form**

Date:

Please fill out this application and submit to Elena Mastrangelo by email with approval by Dept Head or Vice President.

**New Campus User**

**Name of User:**

**Title:**

**Dept:**

**ORG # to charge against** \_\_\_\_\_

**Reason: Must be provided**

Is this an application for a new user and telephone?

What brand/model phone and type of service are you requesting?

**Important!!!** If the new user wants to transfer their current personal phone number to their college phone they must provide me with the following on this application. Carrier company, their cell number, account number and the owner of the plan if not themselves.

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Approved by: \_\_\_\_\_

**Current/Active Users**

**Username:**

**Dept:**

**User's Cell #**

**ORG # to Charge against** \_\_\_\_\_

**Brand/Model of current phone:**

**Replacement phone Only:** Same brand/model

Reason: (must be provided)

OR

**Upgrade/Replacement**

Brand/Model:

Special Services:

Reason: (must be provided)

ORG #

Approved by \_\_\_\_\_