

Cellular Authorization Form Office of Information Technologies



Change of Assignment Form

I hereby authorize the Office of Information Technologies (OIT) to assign a mobile phone and wireless calling plan to the employee(s) listed below in accordance with the University wireless phone policy.

<http://www.rider.edu/offices-services/oit/mobile-policies>

I understand that I will be responsible for all charges relating to this wireless phone for a minimum of (1) year of service including equipment costs, activation, monthly access, and usage fees. (Please contact Ricardo Stella @ Stella@rider.edu for applicable quotes)

All wireless equipment and services will be provided by Verizon Wireless, and OIT will act as an agent for billing and administrative purposes. All charges will be billed on the account designated below by the Office of Information Technologies.

Reason for Re-assignment: _____

Justification of Need: _____

Name of User phone number and device is currently assigned:

Existing Phone Number: _____ **Requesting New Number:** _____

Model of Device being re-assigned: _____

Name of New User phone number and device will be re-assigned:

FOAPAL to be charged (the full 21 digit number is required): _____

Signature of Budgetary Head: _____

**Forward completed form to Ricardo Stella, Office of Information Technologies to be processed.*