

# PIKES PEAK STATE COLLEGE

## Cell Phone Property Disposal/Storage Request

### Cell phone description (please check one):

**Vendor:**  Nextel  Verizon  Other \_\_\_\_\_

**Make/Model of phone:** \_\_\_\_\_

**Serial Number (located on or near battery):** \_\_\_\_\_

### Reason for disposal/storage (please check one):

item in good condition, but no longer meets division/department needs (please explain) \_\_\_\_\_

item in poor condition and not cost effective to repair (please explain) \_\_\_\_\_

other (please explain) \_\_\_\_\_

### Service Information:

It is the department's responsibility to cancel cell phone services (if not transferring service to another phone) & remove all personal settings (voicemail, contacts, etc.) from the phone before turning in cell phone equipment for disposal or transfer. All charges assessed to the cell phone account will remain the responsibility of the department until cancellation has been confirmed.

**Employee assigned to phone:** \_\_\_\_\_

**Cell phone #:** \_\_\_\_\_

**Service Status:**  Cancelled service  Transferred service to another phone

**Vendor account/customer #:** \_\_\_\_\_

**PPSC department & account # for charges:** \_\_\_\_\_

### Disposal / Storage Process:

- » tag cell phone & accessories (charger, clip, owner's manual, etc.) with name and cell phone number (i.e. tape items, wrap up in a plastic bag or manila envelope, etc.)
- » route this completed form, cell phone & accessories to Facilities, Room B229 or Campus Box C2a

**Prepared by (please print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division/Department:** \_\_\_\_\_, **Room #** \_\_\_\_\_, **Phone #** \_\_\_\_\_

**Dean/Director approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For Facilities & Operations Use Only

**Received and processed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date copy sent to Financial Services:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Final disposal / transfer method:** \_\_\_\_\_

*Revised 9/26/07*