Device Transfer/Name Change Request Form

All forms must be completed with original signatures and sent to:
ITCS, Mail Stop 229, Cotanche Bldg, RM 127
Attn: Allison Haislip haislipa16@ecu.edu 737-5200

Date of Request: ___________________________ Department: __________________________

User Last Name: ___________________________ User First Name: __________________________

Device Phone Number: ___________________________

Review Device Transferring/Name Change Guidelines before Submitting:

I understand that I am taking responsibility for the wireless device or pager. I understand that the wireless device, and or pager is the property of East Carolina University. All devices are to be used for University business only and prohibited for personal use. Upon a return request from the department, transferring, or separation from the University the device(s) will be returned to the issuing department. Failure to return the device(s) to the University may constitute as misuse or theft of University property, and may result in disciplinary action and/or criminal charges. All pagers not being used should be returned to the ITCS department, or charges of up 100.00 can be applied to the issuing department. The department must submit a cancellation request in order to stop charges for service. ITCS Telecommunications is not responsible for any service charges that do not have a cancellation request submitted. No changes can be made to services without a written request to the ITCS department.

NEW User Last Name: ___________________________

NEW User First Name: ___________________________

Billing Department Contact Person ___________________________ / ___________________________ / ______________
(Print Name) (Signature) (Date)

Department Head (cannot be the user) ___________________________ / ___________________________ / ______________
(Print Name) (Signature) (Date)

New User ___________________________ / ___________________________ / ______________
(Print Name) (Signature) (Date)