

Return and Disconnection Procedure for Your Blackberry Service

AgIT Administration

FYI No. A3.4.1

F.Y.I – When you want to discontinue your Blackberry service, you will need to return the Blackberry hardware and all accessories that came with it to the telephone office.

The telephone office is located at 191 N. University St., attn: IT Infrastructure Department. **Once they have the device, they will disconnect the service.**

Instructions

Complete the information on this form. Make a copy to return with your Blackberry device. Keep one copy for our department records.

Name _____

Department _____

Mobile phone number _____

Email address _____

Blackberry device model _____

Blackberry device serial number _____

Date device was returned _____

FYI