

**Employee Mobile/Remote Communication Release  
of University Mobile/Remote Service**

Addendum B

**Cancel Mobile/Remote Communication Service**

**Release of Service to Personal**

<b>Name (Last, First, Middle Initial):</b>	<b>Employee ID:</b>
<b>Department:</b>	<b>Office Telephone Number:</b>
<b>Work Address:</b>	<b>Job Title:</b>
<b>Email Address:</b>	<b>Communication Service Provider:</b>
<b>Mobile/Remote Communication Device Number (with area code):</b>	<b>Mobile/Remote Communication Device Type:</b>

**Release/Cancellation Date:** \_\_\_\_\_

**Business Justification/Comments**

I understand that by releasing the University mobile/remote communication number above to my personal service that I am responsible for payments of any expenses, including but not limited to monthly service, plan upgrades, voice mail, insurance, text messaging packages, or any additional features not specifically listed. I release Western Illinois University from the responsibility of any charges associated with the number from the release/cancellation date forward.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair/Supervisor (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telecommunication Services (Required)

\_\_\_\_\_  
Date