Transferring Financial Responsibility

If a phone is transferred from one individual to the next, or if the individual transfers to another department and takes the mobile device, the financial responsibility must also change.

Information

Faculty do not require approval to assume financial responsibility for the cell phone service and may do so at any time.

In this section you will find guidance on how to request a ‘Transfer of Financial Responsibilities’ for the following service providers:

- AT&T - AT&T How to Transfer Responsibility
- Verizon - Verizon Transfer of Account