

Cell Phone SERVICE CANCELLATION Instructions

Instructions for returning phone equipment to DCFS Financial Support Unit When Service is Cancelled

INSTRUCTION FROM THE DIRECTOR OF DCFS AND DCFS CFO

EFFECTIVE 04 08 11 PHONE SERVICE WILL BE CANCELLED ON ALL CELL PHONES WHEN AN EMPLOYEE TERMINATES EMPLOYMENT WITH DCFS FOR ANY REASON

Complete the DCFS Cell Phone Order Form Electronically

1. Date
2. DCFS Area Where Staff Person or Position Using Phone is Located
3. DCFS County Where Staff Person or Position Using Phone is Located
4. Cell Phone Number
5. Current Cell Phone Service Provider (AT&T or Verizon)
6. Check Other and list the reason as "cancellation of phone service"
7. Print Name and Title of User
8. Electronically Sign and Date
9. Secure Area Director's Signature Electronically and Date
10. Area Director/Designee submits approved, signed and dated request electronically to Mary Baker, Financial Support Unit Manager and James Bowman, Financial Support Unit Supervisor.
11. Mary Baker or James Bowman in the DCFS Financial Support Unit will electronically sign and date all received request, cancel phone service and record receipt of all request.

RETURNING CELL PHONE EQUIPMENT AFTER EMPLOYEE TERMINATES EMPLOYMENT

Return Cell Phone with printed copy of form by DHS Interdepartmental Mail to DCFS Financial Support Unit, Mail Slot S561