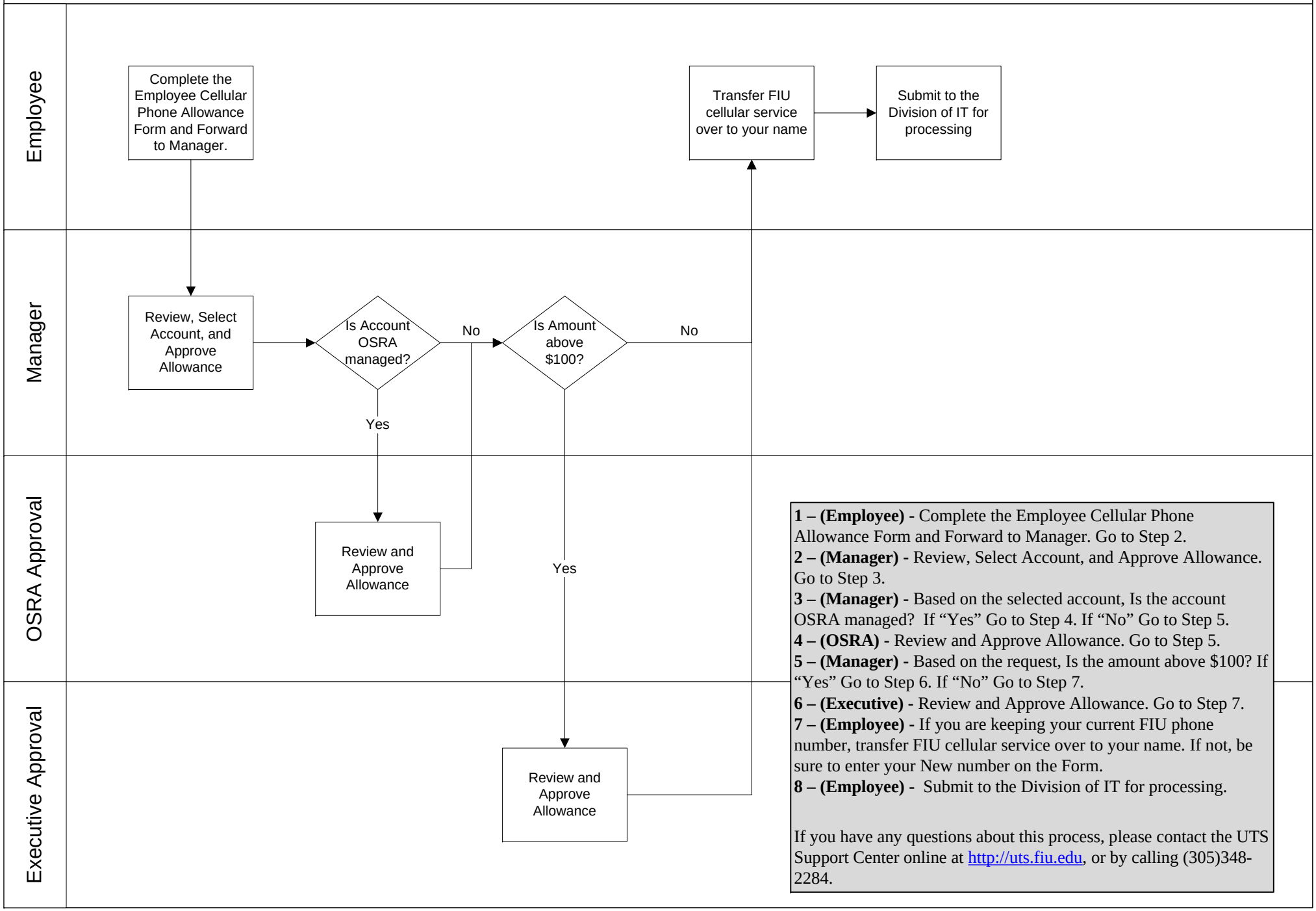
Cellular Phone Transfer of Service



1 – (Employee) - Complete the Employee Cellular Phone Allowance Form and Forward to Manager. Go to Step 2.
2 – (Manager) - Review, Select Account, and Approve Allowance. Go to Step 3.
3 – (Manager) - Based on the selected account, Is the account OSRA managed? If "Yes" Go to Step 4. If "No" Go to Step 5.
4 – (OSRA) - Review and Approve Allowance. Go to Step 5.
5 – (Manager) - Based on the request, Is the amount above $100? If "Yes" Go to Step 6. If "No" Go to Step 7.
6 – (Executive) - Review and Approve Allowance. Go to Step 7.
7 – (Employee) - If you are keeping your current FIU phone number, transfer FIU cellular service over to your name. If not, be sure to enter your New number on the Form.
8 – (Employee) - Submit to the Division of IT for processing.

If you have any questions about this process, please contact the UTS Support Center online at http://uts.fiu.edu, or by calling (305)348-2284.