

## How to Switch Your RIT Paid Cell Phone/PDA to “Personal Liability”

The new “Policies for Selected Discretionary Expenditures” ([http://finweb.rit.edu/controller/payable/discretionary\\_expenditures.html](http://finweb.rit.edu/controller/payable/discretionary_expenditures.html)) adopted by the University effective December 1, 2008, have changed the way RIT will pay for business cell phone usage – refer to Section D. .

As of January 1, 2009, only approved cell phone plans, where employees are sharing minutes with other RIT employees (thereby resulting in a cost savings to the University), may be charged to an RIT procurement card (or paid directly to the service provider by RIT). All other cell phone plans must be switched from “business liability” (i.e., the contract is in RIT’s name) to “personal liability” (i.e., the contract is in the employee’s name). In other words, employees whose cell phone plan is currently paid by RIT will now be responsible to pay for their own plans.

The RIT Purchasing Department has worked with Verizon, RIT’s preferred provider, to simplify the change from an RIT business liability plan to a personal liability plan. Just follow the instructions below:

1. Send an email to Elliotte Simpson at [elspur@rit.edu](mailto:elspur@rit.edu) – provide him with the following information:
  - ✓ Mobile phone number
  - ✓ Name and home address of person assuming personal liability (personal bills can not be mailed to an RIT address)
2. Elliotte will contact the RIT Verizon representative to authorize the transfer of liability from RIT to the employee/requestor.
3. Elliotte will notify the employee/requestor when the authorization is in place.
4. Then the employee/requestor should call Verizon at 1-800-922-0204 to confirm the transfer to personal liability:
  - ✓ Enter the mobile number
  - ✓ Enter option 4
  - ✓ Enter option 5

There will not be a charge to change to personal liability AND your current contract term and pricing will continue uninterrupted.

If you contracted for cellular service with another provider, the Purchasing Department has not been able to make similar arrangements. Please contact your provider directly to switch your service to personal liability. If you have questions, or need assistance, please contact Elliotte at ext. 5-2109 or via email at [elspur@rit.edu](mailto:elspur@rit.edu).