



**Office of Information Technology
TELEPHONE SERVICE REQUEST FORM**

<i>Requestor:</i>		<i>Date:</i>	
<i>Job:</i>		<i>Empld:</i>	
<i>Current extension (if Applicable)</i>		<i>Bldg & Rm#</i>	<i>Log#</i>

Check below as applies:

	Long distance access code	Account to charge:	Code	Date Completed
	New line	Account to charge:	Phone	Monthly Charge
			Fax	
		Extension# Assigned	Modem	Date Completed
			Other	
	Location			
	New Equipment	Account to charge:	Extension:	Date Completed
	Single line phone (sl)			
	Single line speaker phone (sls)			
	12-button phone (12b)			
	12-button phone (12bspkr)			
	Other:			

Director/div. chair
Dean
Financial Dean:
Additional comments or requests:



Please be sure all appropriate signatures are acquired before returning this document to the OIT department.



Division chairs are responsible for calls made by their part-time employees and student assistants.