



**INFORMATION TECHNOLOGY SERVICES
TELEPHONE SERVICE REQUEST FORM**

Name:	Date:
Title:	Employee ID:
Current Extension:	Bldg. /Rm.:

Service/Billing

	Long Distance Access Code	Department Code:
	New Line	Department Code:

Equipment

	Single-Line Phone (Not speaker phone)
	Standard Desk Cisco Phone 6941 (Can answer two additional lines)
	6-Line Cisco 7962 (Receptionist / Secretary Phone)
	Fax Line
	Other (Additional comments or requests)

Signatures

Division Chair / Director
Vice President
Vice President of Finance and Administration

- Please forward completed form to Information Technology Services.
- Division chairs are responsible for calls made by their part-time employees and student assistants.