

Telephone Service Request Form

Move, Add, Voice Mail And Other Phone Options

This form is to be completed and signed by the department head, then forwarded to the Help Desk in IT. Lack of signature will result in delayed service.

DO NOT use this form to request support, report problems, or request trouble shooting or repairs to the phones. All such calls should be reported directly to IT at:

HELP ext. 7462

Please read this form in its entirety and then be prepared to provide details describing the problem(s), extension etc.

Any telephone alterations that incur expense must be approved in advance. Our phone service provider requires **a minimum of 5 (five) business days** for scheduling.

Is Phone New or Existing (Check **all** boxes that apply)

Types of Services:

- Voice Mail
- 1. Long Distance
- 2. Direct Inward Dialing
 - Hunt Group (Ext. _____)
 - Group – Call Pick up
 - Forward on “no answer”

Extension # _____ In Room # _____
Building # _____ Phone Type _____
Move to Room _____ In Building _____

Notes _____

Cost Center # _____

User _____
(Print in block letters) First Name Last Name Department and phone ext. where you can be reached

If phone is being requested by someone other than the end user, use this section.

(Print in block letters) First Name Last Name Department

Department Head Signature _____ Date _____ Dean's or Director's Signature _____ Date _____

Service order # _____ Called in on _____ Due on _____

Time _____ Date _____ Time _____ Date _____

Total Time _____ IT Technician Signature _____