



# Telephone/Computer Network Requisition

Lead time required is two (2) weeks

Date: \_\_\_\_\_

Department: \_\_\_\_\_ Account No.: \_\_\_\_\_

### NEW TELEPHONE REQUEST

Location Bldg/Room: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Name to Display on Caller ID: \_\_\_\_\_

Telephone Set Needed:  Desk Set  Wall Set

Long Distance Calling:  Yes  No

Voice Mail Services:  Yes  No

Message Light on Phone:  Yes  No

Sutter Tone (if light is not an option on phone set):  Yes  No

Call Pick Up Needed:  Yes  No Pickup Numbers Needed: \_\_\_\_\_

### MOVE EXISTING TELEPHONE NUMBER

Phone Number: \_\_\_\_\_ Date of Move: \_\_\_\_\_

Present Location Bldg/Room: \_\_\_\_\_ New Location: \_\_\_\_\_

### REMOVE/DISCONNECT A TELEPHONE NUMBER

Removal Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Location: \_\_\_\_\_

### NAME CHANGE ON CALLER ID

Date of Change: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### COMPUTER NETWORK HOOKUP

Bldg/Room Number: \_\_\_\_\_

### APPROVAL:

\_\_\_\_\_  
Dept. Chair/Director Date: \_\_\_\_\_

For Business Services Use Only

|            |  |
|------------|--|
| Black Box  |  |
| Intertech  |  |
| Fran       |  |
| Phone Feed |  |
| Excel      |  |

\_\_\_\_\_  
Dept. Chair/Director Date: \_\_\_\_\_

*The Department Chair/Director's signature constitutes acceptance of all related costs associated with this request. All associated costs will be charged to the account listed above.*