MEMORANDUM

TO:		Tele	communicat	ions De	partmo	ent						
FROM:		Dept. Fiscal Officer (Printed)					Dept. Fiscal Officer Signature					
OSP/Title 3/Private Gra			ite Grar	nts (Printed)		OSP/Title 3	/Private	ture				
DATE:												
RE:			phone Chan									
		Plea	se make the	followi	ng cha		e telephone ser	vice:				
					TRANSFER							
Banner O	rg. #	!	Name of Dept.			hone #	From (Lo		ocation)	То		
			_									
				ADD	DITION	DELETI	ON TO PRESEN	IT SERV	ICE			
Banner Org. #		Name of Department, Building, Room No., and Fax No. or Phone No.							one No.	√ If Fax Line	√ If Phone Line	
					REC	UEST LON	G DISTANCE C	ODE				
√ If New Employee		Name of Employee					Position	Position		Department/Banner Org#		
					DFAC	TIVATE I O	NG DISTANCE	CODE				
Name of Employee					Position			CODE	Department/Banner Org#			
			. ,							<u>, , , , , , , , , , , , , , , , , , , </u>		
APPROVAL BY BUSINESS & FINANCE				CE	DISAPPROVAL BY BUSINESS & FINANCE							
/					Budget Officer/VP Business & Finance							
-	,							-				

TRANSFER WITHIN BUILDING APPROXIMATELY \$100.00 PER LINE. TRANSFER TO ANOTHER BUILDING &NEW SERVICE APPROXIMATELY \$200.00 PER LINE.