

MEMORANDUM

TO: Telecommunications Department

FROM: _____
 Dept. Fiscal Officer (Printed) Dept. Fiscal Officer Signature

 OSP/Title 3/Private Grants (Printed) OSP/Title 3/Private Grants Signature

DATE: _____

RE: Telephone Changes

Please make the following changes to the telephone service:

TRANSFER				
Banner Org. #	Name of Dept.	Phone #	From (Location)	To

ADDITION DELETION TO PRESENT SERVICE			
Banner Org. #	Name of Dept., Bldg., & Room#	√ If Fax Line	√ If Phone Line

REQUEST LONG DISTANCE CODE					
Banner Org#	√ If New Employee	√ If Employee Leaving/ Transferring	Name of Employee	Position	Department
		___ Leaving ___ Transferring			
		___ Leaving ___ Transferring			

APPROVAL BY BUSINESS & FINANCE
 _____/
 Budget Officer/VP Business & Finance

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