



Department Long Distance Authorization Code Request

A long distance authorization code will be assigned to your department. Please do not share this code with an unauthorized user, as all charges will be the responsibility of the department it is assigned to. A monthly statement detailing these charges will be sent to the department campus box number for your review. Any disputed charges must be brought to the attention of the OIT Telecommunications Office immediately upon receipt of the statement. Any undisputed charges on the statement will be considered valid and billed for payment.

Please complete all the following required information:

Department Name _____ Fund/Org _____

Authorized User: Faculty Staff Member Name of Authorized

User _____

900 ID Number # _____

Campus P.O. Box Number _____

Department Location _____

Telephone Number _____

Authorized User _____ Date _____

Signatures:

Department Head/Supervisor _____ Date _____

OIT Telecommunications Use Only

Authorized Code _____ Termination Request Made By _____

Date Code Initiated _____ Date Code Terminated _____

TRU ___ BKUP ___ SWITCH ___ BA ___ TRU ___ BKUP ___ SWITCH ___ BA ___

Initiated By _____ Terminated By _____