



Personal Faculty/Staff Long Distance Authorization Code Request

A long distance authorization code will be assigned to you. Please do not share this code with anyone, as all charges will be the sole responsibility of the person the code is assigned to. Please note that you will be charged for unanswered calls over 45 seconds (6 rings). A monthly billing statement will be sent to your department P.O. Box. All long distance charges must be paid by the 10th of each month. Failure to pay all charges by the due date will result in suspension of long distance calling privileges. If you have not received a bill by the last day of each month, it is your responsibility to advise the OIT Telecommunications Office. Any disputed charges must be brought to the attention of Telecommunications immediately upon receipt of the bill. Undisputed charges will be assumed as valid, and payment in full will be expected.

Please Complete the Required Information:

Name _____

900 ID Number # _____

Department _____

Department P.O. Box # _____

Campus Telephone # _____

Home Address _____

CITY _____ STATE _____ ZIP _____ Home

Telephone # _____

Signature _____ Date _____

OIT Telecommunications Use Only

Authorized Code _____

Date Code Terminated _____

Date Code Initiated _____

Amount Due/Refund _____

TRU _____ BKUP _____ SWITCH _____ BA _____

TRU _____ BKUP _____ SWITCH _____ BA _____

Code Initiated By _____

Code Terminated By _____