



## 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 \_\_\_\_\_

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### 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 \_\_\_\_\_



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