

Faculty/Staff Phone Account Request Form

To request a PVAMU phone account:

1. Print out the Phone Account Request Form
2. Complete all information
3. Obtain proper authorization
4. Fax the Phone Request Form to 936-857-2244
5. Send the original via interoffice mail to: ITS, RM 126, S.R. Collins.

Please allow 24 to 48 hours for completion. If phone is out of stock, please allow 2-3 weeks for completion.

Help Desk Ticket # _____

Client Information

First Name _____ Middle Initial _____ Last Name _____

Title _____ Hire Date _____

Office Location/Building _____ Room # _____

***** Client E-mail PVAMU address: _____

Office Telephone # _____ Date Requested _____

Type of Service Request

ADD PHONE & LINE

ACCOUNT NUMBER: _____

DELETE PHONE & LINE

Long Distance Code: Add DELETE _____

CHANGES SPECIFY:

Authorized By Department Head _____ Title _____

Please Print Name Clearly:

Phone Type:

Cisco 7912 - \$280.00 Cisco 7941 - \$380.00 Cisco 7961 - \$480.00 CISCO 7971G-GE - \$780.00

Cisco 7936 - Conference Phone - \$900.00

ITS Use Only

Client Phone Number: _____

Completed By Administrator: _____

Date Completed: _____