

## Prairie View A&M University

### Phone Service Request

All requests for new phones, deletions, or modifications (including name changes) must be faxed to Gul Motwani at 936-261-9342 or sent to Gul Motwani, Rm. 115 Gilchrist Engineering Bldg. Please allow 3 business days for processing.

<b>Contact Information</b>	<b>Location</b>
Requested By: Phone Number: E-mail Address:	Office Location: Bldg: Dept:
<b>Client Information</b> (person receiving the service)	<b>Location</b>
Name: Phone Number: E-mail Address: <b>Account Information:</b> Dept Head: _____ (Mandatory) <span style="margin-left: 100px;">Signature</span> Date: _____	Office Location: Bldg: Dept: Dept Head : _____ (Mandatory) <span style="margin-left: 100px;">Please Print</span> Date: _____

<b>New Service</b>	Please Select the appropriate answer
Type of Phone	<input type="checkbox"/> 7912 - \$280.00 <input type="checkbox"/> 7941 - \$380.00 <input type="checkbox"/> 7961 - \$ 480.00 <input type="checkbox"/> 7971 - \$780.00
Will the client need Voicemail?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the client need a long distance code?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this phone be attached to a Department phone menu?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Change in Service</b>	Please Select or fill in the appropriate answer
Is this a change in existing service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the phone number on the phone to be changed?	
What is the name of the previous client?	
Will the client need Voicemail?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this phone attached to a Department phone menu?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Deletion</b>	Please Select the appropriate answer
Is this a physical phone removal?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a deletion of service?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Move</b>	Please Select or fill in the appropriate answer
Is this a physical phone change?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where will the client be moving to? Office Location:	Bldg: _____ Rm: _____

<b>Client Name Change</b>
Current name:
Name will change to:

<b>For all Other Phone Requests:</b> (Be specific)
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### Phone Office Tracking Information

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

### ITS Tracking Information

Date Opened:	Opened By:	Active Directory:	Email:
Date Closed:	Closed By:	Auto Attendant:	Phone System:
Assigned Extension:	Phone Mac Address:	Phone Serial Number:	