

Prairie View A&M University

Phone Service Request

Date

All requests for new phones, deletions or modifications (including name changes) can be sent to the Telephone Office at telephone_office@pvamu.edu or delivered to Harrington Science Building, Suite 311

Approver Contact Information (Dean/Department Head)

Name

E-mail

Phone #

Client Contact Information (Person receiving the service)

Department

Location

Name

Phone #

E-mail

Account to be charged

Type of Service Needed

New Service

Type of phone

Long distance code?

Yes
No

Change in Service

Phone Number to change?

Name to Change?

Delete/Remove Service

Phone #

Current Name

New Name

Comments