



IT Telecommunications

AUTHORIZED PERSON: _____ (PLEASE PRINT)

PHONE _____ ALIAS _____

FULL ACCOUNT NUMBERS AUTHORIZED TO ACCESS:

_____ (FUND) - *Default is all funds. Please complete to restrict access to a particular fund or fund range*

_____ (REAL COST OBJECT) or (RCC) *REQUIRED may include ranges
User is authorized to view all associated RIOS and SIOS*

_____ (STATISTICAL INTERNAL OBJECT) not required

OR

_____ (BUSINESS PARTNER NUMBER) *USED ONLY FOR THE PSCD BILLING SYSTEM*

AUTHORIZATION TO VIEW BILLING DETAIL:

_____ View/Download Departmental Bill - lists the current equipment billing to account numbers, updated daily. The annual changes will be billed in July

_____ View/Download Supplemental Bill - monthly billing with non-recurring and recurring charges prorated to the end of fiscal year. The charges result from requests submitted for moves/adds/changes to voice or data services.

_____ View/Download Toll Bill - monthly bill with detail and charges for usage on auth codes/mers, calling cards, conference calls, toll free numbers and cellular phones.

_____ View/Download Quarterly reports containing auth code, calling card, telephone or cellular exceptions and cellular mgmt information

AUTHORIZATION TO SUBMIT TO TEL SERVICE REQUEST FORM:

_____ Authorized to submit service request forms using the web interface

DEPARTMENT HEAD or DIRECTOR OF FIN AFFAIRS _____

Signature

Department Head or Director of Fin Affairs _____

Please Print Name

Please send the form in Campus Mail to Yvonne Lesley, TEL or FAX to 49534