

# TELECOMMUNICATIONS SERVICE REQUEST

Telecommunications Branch  
Loc. Code 0221, 10<sup>th</sup> flr. Beaudry Bldg.  
Fax. 213-241-8900

- This form is to be used for all modifications involving telephones, lines, voice mail, and billing.
- **Section A must be filled out completely**

## I. TO BE COMPLETED BY REQUESTING SCHOOL/OFFICE (Please print or type)

A. Date \_\_\_\_\_ School/Office \_\_\_\_\_  
District \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Contact Person \_\_\_\_\_ Employee ID \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

<b>TYPE OF REQUEST</b>	<input type="checkbox"/> CHANGE	<input type="checkbox"/> ADD	<input type="checkbox"/> DISCONNECT
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Reason for Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## B. Billing information:

Account to be Charged: Fund No. \_\_\_\_\_ Area \_\_\_\_\_ Organ. Code \_\_\_\_\_ Program \_\_\_\_\_ \*Object \_\_\_\_\_

Specially Funded: Y \_\_\_ N \_\_\_ (IFS **Phase & Sub-Phase** Project No.) \_\_\_\_\_

Approval: \_\_\_\_\_ (Principal/Administrator) Date \_\_\_\_\_

**\*\*\*CONTACT YOUR BUDGET MANAGER OR FISCAL SPECIALIST BEFORE FAXING REQUEST\*\*\***

**\*All Object codes 4490, 5610, 5901, 6210 must be opened before any order will be processed.**

## C. LOCATION OF WORK TO BE DONE:

Organization/Location Code \_\_\_\_\_

School/Office \_\_\_\_\_ Building \_\_\_\_\_

Address \_\_\_\_\_ Rm.No.(s) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact @ Site: \_\_\_\_\_ Telephone No. \_\_\_\_\_

\_\_\_ Move existing telephone(s) within same building or at same address. Provide telephone and extension numbers

\_\_\_ Requested Move Date: \_\_\_\_\_

\_\_\_ Install additional telephone (s). Specify type.

\_\_\_ Other \_\_\_\_\_

List telephone number(s) and extension(s) involved: \_\_\_\_\_

**DESCRIPTION:** Provide detailed description of work to be completed. If stolen/vandalized, give date of occurrence, and District Police Reporting Number. Attach additional pages if needed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*There is an additional cost if wiring /conduit is needed.\*\*\***

IM# \_\_\_\_\_ Assigned to \_\_\_\_\_