



TEXAS A&M UNIVERSITY-TEXARKANA

Telephone Line New Request or Modification

Please complete this request and return to Information Technology

PART I: EMPLOYEE INFORMATION (please print):

Name: _____ Building: _____
 Organizational Unit: _____ Office Room #: _____
 Position or Title: _____

PART II: TELEPHONE SERVICE REQUESTED:

A: Install New Line:

Single Line (voice) Single Line (fax) Instrument required

B: Modify Existing Line for Extension #: _____

Line Modification: _____

Voice Mail: Add Delete Rename to: _____

C: Upon request, the IT staff will assist with specific programming options. A telephone guide is located here: <http://tamut.edu/about/Administration/Information-Technology/cisco-phone.pdf>

PART III: STATEMENT OF RESPONSIBILITY:

Station User: I understand that I am responsible for all calls made from my station. I also understand that use of the Texas A&M University-Texarkana Voice Network shall be limited to university business in accordance with the A&M-Texarkana rules and Texas A&M University System policies (see <http://policies.tamus.edu/33-04-02.pdf>)

Printed Name	Signature	Date
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PART IV: Approval for Service

Supervisor Signature: This request for telephone service is required and authorized in order for the applicant to perform his/her duties.

Printed Name/Title	Signature	Date
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State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

For IT use only:

Completed by: _____ Number assigned or modified: _____