

NEW TELEPHONE NUMBER REQUEST

Instructions: Please **print** the information required below. Send this completed form to Mr. Richard Bull, Manager of Telecommunications, Office of Computing and Communication Services - Or fax this form to (570)422-3400.

Name of Requestor: _____

Name of Individual Receiving New Line: _____

Department Receiving New Line: _____

Location of New Line: _____
(please be specific)

Request: (check all that apply)

- ☐ New telephone number/line
- ☐ Do you need a telephone instrument?
- ☐ Voice Mail

Provide specific justification for the need for this telephone number request. (When applicable, a drawing may be helpful. Use back of this form if needed.)

1. _____ / _____
Department Chairman/*PRINT NAME HERE* Department Chairman *Signature* / Date

✓ Check Here: ☐ Approved ☐ Disapproved

2. _____ / _____
Dean/Director/*PRINT NAME HERE* Dean/Director *Signature* / Date

✓ Check Here: ☐ Approved ☐ Disapproved

3. Mr. Richard Bull / _____
Manager of Telecommunications Manager of Telecommunications *Signature* / Date

✓ Check Here: ☐ Approved ☐ Disapproved

Office Use Only Office of Telecommunications:

Phone Number Issued: _____

Voice Mail Temporary Password: _____

Feature Requested: _____

Main Frame: _____

Work Order Number: _____

Date Completed: _____