

Telecommunications Service Request (TSR)

Southern Illinois University Carbondale
<http://oit.siu.edu/telecommunications>

Mailcode 6837
Telephone No. 453-2484
FAX no. 453-4000

1. BILLING INFORMATION

Requested Due Date:

Department Account Title:

Installation Charges: (AIS Budget Purpose No.) Mailcode:

Recurring Charges: (AIS Budget Purpose No.) Dept. Location:

Contact Person: Telephone No:

Email: Fax No:

Fiscal Officer's Name

Fiscal Officer's Signature: Date:

2. RELATED INFORMATION

Work Location:

Telephone Number(s):

Type of Telephone Features:

- Single Line
- Multi-Line
- Cellular
- Other

3. DESCRIPTION OF WORK (Use Additional Sheet if Necessary)

DO NOT WRITE BELOW THIS LINE

TSR Number: _____ Entered by: _____ Date: _____

Vendor Number: _____ Completed by: _____ Date: _____

MAIL (Mailcode 6837), **FAX** (453-4000), or **EMAIL** (telecomtsr@siu.edu) TO SIUC TELECOMMUNICATIONS.