TELEPHONE SERVICES
EQUIPMENT MOVE WORK ORDER

Department _____ Address _____ MoCode _____ Date _____
(One MoCode Per Work Order)

Contact _____ Extension _____ Fax _____ Move Date _____

Authorization 2nd Authorization (if required)

INSTRUCTIONS: Please type or print. Complete all applicable sections. Forward to the attention of Telephone Services by campus mail to 451 Computer Center Building or by fax to X6007. For questions or special requests, please call Chris Boyer at X5582. A copy of the work order with billing charges will be returned to the department contact. For questions regarding billing, please call Claudia Griffin at X6051. Pricing structure located at www.umsl.edu/technology/phones.

EQUIPMENT MOVE (FROM)				MOVE (TO)		For Office Use Only				
Ext	Room	Building	Equip Type See Below*	Room	Building	Existing TN	Cable Pair	New TN	Cable Pair	Moving Fee
								TOTAL		

Comments:

DO NOT WRITE BELOW THE LINE

*Equipment Type

3903 – 4 Multi Line
3904 – 12 Multi Line
9316 – Single Line w/Speaker + Caller ID
SLD Single Line Desk
SLW – Single Line Wall
2616 – Display

Switch	Switchview	Verizon ☐ Verified Equip Type	O-Phone	Work Order #

Revised: 8-15-2003