

TELEPHONE SERVICES EQUIPMENT UPGRADE WORK ORDER

Department _____ Address _____ MoCode _____ Date _____

Contact _____ Extension _____ Fax _____

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 UPGRADE					For Office Use Only					
Extension	Room	Building	Equipment Type *See Below		TN	Cable Pair	If "Out of the Plan" Type Equip Returned	Monthly Equipment Cost	One-Time Equipment Cost	Upgrade Fee
			In Use	Desired						
TOTAL										

Comments: _____

DO NOT WRITE BELOW THE LINE

*** EQUIPMENT TYPE**

3903 – 4 Multi Line (Check One)

3904 – 12 Multi Line

9316 – Single Line w/Speaker + Caller ID In the Plan – One Time Equipment Charge Out of the Plan – Equipment Billed Monthly

SLD – Single Line Desk

SLW – Single Line Wall Grant – One Time Equipment Charge Invoiced – One Time Equipment Charge

2616 - Display

Switch	Switchview	Verizon <input type="checkbox"/> Picked up old phone.	O-Phone	Work Order #
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