

PROCEDURES TO ORDER TELECOMMUNICATIONS EQUIPMENT AND SERVICE (TSR)

This form will be utilized to order, but is not limited to, all telephonic equipment and/or services, such as cell phones, land lines, request for service or discontinuance of service.

NOTE: Non telephonic items will be ordered on an IT Requisition.

Blocks:

TSR Request No. – Leave blank.

Type of Service – Check appropriate block.

Ship to – In all cases will be Information Technology.

Facility Name and Location of Requestor and Name and Phone No. of Requestor – Self-explanatory.

Contact name and Phone No. This is very important, in some instances the person requesting the service is not the same person who reported the problem and when the serviceman arrives at the site the contact person should be the one to supply him with the information necessary to proceed.

Financial Data – Very important the service or equipment will not be ordered unless this information is filled out. The Program Manager should have this information.

Authorized Agency IT Representative – Will be signed by the IT Manager

Dt. Service – Date of Request

Dt. Service Required – The date you would like to have the service or equipment.

Location of Service Include bldg. No. List specific instructions as to where the service is to be performed.

Program Mgr. Signature and Date – Request will not be processed without signature of Program Mgr.

If cell request IT insert account number here – Leave blank.

Details of Service Requested – Explain fully the need for service or equipment (see area in red above this block).

Justification of Request - Information required to support the need for the equipment or services.

Send document to Information Technology for action.

Forms that are not completed or inaccurate will be returned to the sender for correction.