

CALLING CARD REQUEST

THE UNIVERSITY OF TEXAS AT AUSTIN, INFORMATION TECHNOLOGY SERVICES (ITS)

E-mail completed form to Longdistance@its.utexas.edu, mail to ITS Long Distance, SER 321, C3800 or Fax to (512) 471-8883

DEPARTMENT _____ MAIL CODE _____ DATE _____

REQUESTER NAME _____ E-MAIL _____ PHONE _____

ACCOUNT NUMBER _____ AUTHORIZED SIGNER'S NAME _____

AUTHORIZED SIGNATURE _____

1. Please fill out this form as completely as possible. Include all available information that applies to the description of the service requested. Incomplete information may result in a delay of the work requested.
2. Once all information is provided, the ITS Long Distance Office will contact you within 5 working days.
3. If additional items are needed, please attach additional copies of the Calling Card Request. Extra material may be attached if necessary.
4. Call the ITS Long Distance Office at (512) 471-UTLD (8853) if you have any questions about this order form.

SERVICE REQUESTED

<input type="checkbox"/> ISSUE NEW QWEST CALLING CARD.	
NAME OF CARD HOLDER: _____	UT EID OF CARD HOLDER: _____
NAME OF CARD HOLDER: _____	UT EID OF CARD HOLDER: _____
NAME OF CARD HOLDER: _____	UT EID OF CARD HOLDER: _____
NAME OF CARD HOLDER: _____	UT EID OF CARD HOLDER: _____

<input type="checkbox"/> CANCEL EXISTING AT&T CALLING CARD.	<input type="checkbox"/> CANCEL EXISTING QWEST CALLING CARD.
IMPORTANT: CARD MUST BE RETURNED TO ITS LONG DISTANCE, SER 321, C3800	
NAME OF CARD HOLDER: _____	UT EID OF CARD HOLDER: _____
NAME OF CARD HOLDER: _____	UT EID OF CARD HOLDER: _____
NAME OF CARD HOLDER: _____	UT EID OF CARD HOLDER: _____
NAME OF CARD HOLDER: _____	UT EID OF CARD HOLDER: _____

<input type="checkbox"/> CHANGE ACCOUNT ON EXISTING CALLING CARD.
NAME OF CARD HOLDER: _____
UT EID OF CARD HOLDER: _____
Old Account Number: _____
New Account Number: _____
NAME OF CARD HOLDER: _____
UT EID OF CARD HOLDER: _____
Old Account Number: _____
New Account Number: _____
NAME OF CARD HOLDER: _____
UT EID OF CARD HOLDER: _____
Old Account Number: _____
New Account Number: _____

OFFICE USE ONLY	(Cancellation Only): <input type="checkbox"/>	COMPLETION DATE: _____	BY: _____
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IF NECESSARY, ATTACH ADDITIONAL PAGE(S).