**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

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>MAIL CODE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUESTER NAME</td>
<td>E-MAIL</td>
<td>PHONE</td>
</tr>
<tr>
<td>ACCOUNT NUMBER</td>
<td>AUTHORIZED SIGNER’S NAME</td>
<td></td>
</tr>
</tbody>
</table>

**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

- **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: ___________________________

- **CANCEL EXISTING AT&T 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: ___________________________

- **CANCEL EXISTING QWEST CALLING CARD.**

- **CHANGE ACCOUNT ON EXISTING CALLING CARD.**
  - NAME OF CARD HOLDER: ___________________________ UT EID OF CARD HOLDER: ___________________________
  - UT EID OF CARD HOLDER: ___________________________
  - Old Account Number: ___________________________
  - New Account Number: ___________________________
  - NAME OF CARD HOLDER: ___________________________ UT EID OF CARD HOLDER: ___________________________
  - UT EID OF CARD HOLDER: ___________________________
  - Old Account Number: ___________________________
  - New Account Number: ___________________________
  - NAME OF CARD HOLDER: ___________________________ UT EID OF CARD HOLDER: ___________________________
  - UT EID OF CARD HOLDER: ___________________________
  - Old Account Number: ___________________________
  - New Account Number: ___________________________

---

**OFFICE USE ONLY**

(Cancellation Only): [ ]

COMPLETION DATE: ____________________ BY: ______________

---

IF NECESSARY, ATTACH ADDITIONAL PAGE(S).

CALLING CARDS – 2006-06-15