

Gardner-Webb University

Telecom Request Form

Name

Building Room

Improvement Type New Equipment Programming Consulting

This form is not to be used for moves. If you are requesting a phone move, please use a Move Form which can also be found on the Operations Website.

Please Provide Details for the Improvement, List all Requested Items

Dir/Dept Approval

Date Desired

Current Date

VP Approval

Division

Account Number

PROCEDURE

- 1 Faculty and staff must obtain written permission to make changes in telephone assignments, equipment replacements, and equipment upgrades.
- 2 Appropriate signatures and account numbers must be completed on form. Failure to do so will result in form being returned to department for completion.
- 3 Once the form is complete, it can be submitted electronically to Jamee Miller at jmiller2@gardner-webb.edu or it can be faxed to 704-406-4337

Signing below (or electronically submitting) indicates that you have read and understand the financial responsibility statements found on the Telecommunications Webpage, which can be found on the Gardner-Webb homepage under the Administration Tab.

Signature

Date

For Operations Use Only

Received Date

WO Number

Form received by

PO Number

Associate VP Approval

Target Date