

# Telecommunications Service Request (TSR)

Southern Illinois University Carbondale  
<http://oit.siu.edu/telecommunications>

Mailcode 6837  
Telephone No. 453-2484  
FAX no. 453-4000

## 1. BILLING INFORMATION

Requested Due Date:

Department Account Title:

Installation Charges:  
(AIS Budget Purpose No.)

Mailcode:

Recurring Charges:  
(AIS Budget Purpose No.)

Dept. Location:

Contact Person:

Telephone No:

Email:

Fax No:

Fiscal Officer's Name

Fiscal Officer's Signature:

Date:

## 2. RELATED INFORMATION

Work Location:

Telephone Number(s):

Type of Telephone Features:

- Single Line
- Multi-Line
- Cellular
- Other

## 3. DESCRIPTION OF WORK (Use Additional Sheet if Necessary)

DO NOT WRITE BELOW THIS LINE

TSR Number: \_\_\_\_\_

Entered by: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

**MAIL** (Mailcode 6837) OR **FAX** (453-4000) TO SIUC TELECOMMUNICATIONS.