Telecommunications
New Service Request

Date:
Name: Phone
Department: FAX

Cheney □ Spokane Center □ Riverpoint □
Installation Date: Activation of Service

Building Room Jack Number (located on plate)
User Name

Telephone Service Required:
Phone □ FAX □ Other □
Voicemail required? Yes □ No □

Network Service Required:
Workstation □ Server □ Printer □
(Please put additional requests on second page)

Additional Comments:

Budget Number for charges:
Budget Authorization Signature:
FAX completed form to #6847 for further processing

Voice: (509) 359-2247 fax: (509) 359-6847
UCTServic@mail.ewu.edu

Eastern Washington University is committed to affirmative action and equal opportunity.
Building                    Room                Jack Number  
(located on plate) 

User Name

Telephone Service Required:  
Phone        □        FAX        □        Other        □ 
Voicemail required?    Yes        □        No        □ 

Network Service Required:    
Workstation    □        Server    □        Printer    □ 

Building                    Room                Jack Number  
(located on plate) 

User Name

Telephone Service Required:  
Phone        □        FAX        □        Other        □ 
Voicemail required?    Yes        □        No        □ 

Network Service Required:    
Workstation    □        Server    □        Printer    □ 

Building                    Room                Jack Number  
(located on plate) 

User Name

Telephone Service Required:  
Phone        □        FAX        □        Other        □ 
Voicemail required?    Yes        □        No        □ 

Network Service Required:    
Workstation    □        Server    □        Printer    □