



**TELECOMMUNICATIONS SERVICE REQUISITION**

REQUESTING COST CENTER <i>*Previously Department</i>	CONTACT PERSON / ALTERNATE CONTACT
WORK LOCATION (Bldg., Room #, Locator Code)	CONTACT NUMBER / ALTERNATE NUMBER
RECURRING DRIVER WORK TAG <i>*Previously Account #</i> (Program, Gift, Grant, Project)	CONTACT PERSON'S EMAIL ADDRESS
INSTALLATION DRIVER WORK TAG (IF DIFFERENT)	

Request for:  Work Order     Estimate Only  
 Rush Order:  No                     Yes *\*Note: 25% cost increase for rush order*

REQUEST FOR:  VOICE SERVICES     WIRING OR OTHER DATA SERVICES     CENTRAL SERVER     OTHER

Add     Disconnect  
 # of Telephone Lines: \_\_\_\_    Voice Mailboxes: \_\_\_\_    FAX/Analog: \_\_\_\_  
 # of Telephone Sets: \_\_\_\_    Type, if known: \_\_\_\_  
 Disconnect referral required:  No     Yes to # \_\_\_\_ for \_\_\_\_ months  
 →→→→→→→→ provide supporting details for any requests above in the description area below ←←←←←←←←

Request for Long Distance PSC Code: Name \_\_\_\_\_ C# \_\_\_\_\_  
 Request Change in Driver Work Tag from # \_\_\_\_\_ to Account # \_\_\_\_\_

**PLEASE PROVIDE A DETAILED DESCRIPTION OF WORK TO BE PERFORMED:**

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_____ Authorized Signature (Required)	_____ Budget Approval (Cost Center Mgr.) Required	_____ Date
<b>ORDERS RECEIVED AFTER 2:00 P.M. WILL BE PROCESSED THE NEXT BUSINESS DAY</b>		

For reference, please utilize the FRS/FDM Conversion Tool: <http://workday-finance.it.miami.edu/resources/frs-to-fdm>  
 For assistance completing this form, please call the UMIT Service Desk at: (305) 284-6565  
 You may email the completed form to: [help@miami.edu](mailto:help@miami.edu)  
 An online copy of this form can be found at: [http://it.miami.edu/wda/it/IT\\_ILS/pdf\\_Form/TSR.pdf](http://it.miami.edu/wda/it/IT_ILS/pdf_Form/TSR.pdf)