

BOWIE STATE UNIVERSITY
OFFICE OF TELECOMMUNICATIONS
Robinson Hall, Room 119
Phone: (301) 860-4101/4102/4103
FAX: (301) 860-4112

Telephone Service Request (TSR)

SECTION 1

<i>Requesting Department:</i>	
<i>Department:</i>	<i>Date:</i>
<i>Contact Name:</i>	<i>Building/Room Number</i> _____
<i>Extension:</i>	
<i>Alternate Contact/Extension:</i>	
<i>Nature of Work:</i>	
<i>* New Equipment</i> _____	<i>* New Service</i> _____
<i>Relocation of Line/Equipment</i> _____	<i>Other</i> _____

<i>Signature of Department Head:</i>	<i>Date:</i> _____

<i>Signature of Vice President:</i>	<i>Budget Code:</i> _____

VOIP 2-button phones with display are \$250.00.
VOIP 6-button phones are \$300.00.
The installation of an analog line is \$125.00 (Service Only)

SECTION 2

<i>Telecommunications Office Only:</i>		
<i>Received by/Date:</i>	<i>TSR Number:</i> _____	
<i>Estimated Cost: \$</i>	<i>Due Date:</i> _____	
<i>BAC Number:</i>	<i>Technician:</i>	<i>Date Completed</i> _____