

Phone Installation Request Form

Phone Types

7841	Cisco Grayscale screen phone	\$ 225.00
8851	Cisco Color Screen Phone	\$ 350.00
8831	Cisco Conference Phone	\$ 850.00
	Analog Phone Line	\$ 212.50
	Cisco Key Expansion Module	\$ 275.00
	Cisco Wired Mic Kit for Conference Phone	\$ 200.00

Telephone requests cannot be processed without a signed Transfer Authorization Form. Installation will not be scheduled until the transfer form is received. Please mail the original transfer form to VBH C-13.

Building/Room	Contact Name	Contact Phone	Special Requirements	Phone Type	Quantity	Cost
Total for this order						

For OIT use only

Ticket # _____

Transfer Authorization Emailed on: _____

Transfer Authorization received on: _____

Ticket assigned to Telecomm Team on: _____

Transfer Authorization reconciled on: _____

Journal Entry # J _____