



### Telecommunications Account Address Change

- 1) Email completed form to [tcom-request@tamu.edu](mailto:tcom-request@tamu.edu)
- 2) If you do not receive a work order number within 24 hours of submitting this form please call 979.845.1020.

Changes will be effective within 30 days from the date the work order is received by Texas A&M Information Technology. Refer to <http://IT.tamu.edu> for further assistance.

**For non-Part 02 account numbers only:** If you only need to change the name of an account already set up in FAMIS, go to [http://fmo.tamu.edu/media/65867/customer\\_info\\_sheet.pdf](http://fmo.tamu.edu/media/65867/customer_info_sheet.pdf). Complete the form, note "Name Change Only" on the form, and fax it to 979.458.4188.

<b>Requesting Department</b>	<b>Service Request Coordinator</b>	<b>Phone #</b>	<b>Work Order # (IT Only)</b>
Estimate Only? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mail Stop #	Email Address	
System Part Code	Centrex Account Number	Account Name	
Building Location	Building Name	Building Number	

<b>Old Account:</b>	<b>New Account:</b>
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Please provide detailed descriptions if only specific numbers are to be moved.

Item #	Service Number	Location	<b>MRC (Texas A&amp;M IT Use Only)</b>
		Bldg./Room	
1			
2			
3			
4			
5			

**Notes:**

Date Work Order Prepared	Departmental Approval		
	Print Name	Signature	Date

**Texas A&M IT Use Only**

Date completed:

Completed by: