



# Priority Calling Service Order

Email completed service order and supporting documents to [tcom-request@tamu.edu](mailto:tcom-request@tamu.edu). You will receive an automatic email from Help Desk Central providing a reference number (INC#). If you haven't received a response after two business days, reply to the original email or call 979.845.8300 with your INC# for a status update.

## Requestor/Departmental Coordinator Information

By filling out this form, you certify you are authorized by your unit to submit this work order.

Name: \_\_\_\_\_ Unit/College/Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Billing Information

Mailstop/Mailing Address: \_\_\_\_\_

Account No. (xx-xxxxxx-xxxxx): \_\_\_\_\_ Authorized Account Signer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Priority Calling Customer Information

The Division of IT reserves the right to only provide priority calling services to officials with sufficient business need.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address for GETS Card: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Service Requests

**Services needed:\***    New GETS Calling Card    Cancel GETS Calling Card    Add WPS    Cancel WPS

### GETS Calling Card (Landline)

A GETS Calling Card allows you to make landline calls during an emergency situation when the phone lines are congested.

Phone Number (landline only): \_\_\_\_\_

### Wireless Priority Service (WPS)

Wireless Priority Service allows you to make cell calls when the cell towers are busy. Related charges will appear on your cellular bill.

Phone Number (cellular only): \_\_\_\_\_

Cell Provider: \_\_\_\_\_

Account Number for Cell Provider: \_\_\_\_\_

Remarks: \_\_\_\_\_