



Surveillance Camera Service Order

Email completed service order and supporting documents to 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.

New to Surveillance Cameras?

Follow the request process outlined on it.tamu.edu:

Step 1: Request approval for camera installation from AVST committee via the AVST Request Form.

Step 2: Request a quote by emailing cameras@tamu.edu.

Step 3: Complete and submit Surveillance Camera Service Order.

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

This is not an account change form. If you need to make changes to your account, refer to [Account Change Form](#).

Billing Contact Name: _____

Billing Contact Email Address: _____ Billing Contact Phone Number: _____

Mailstop/Mailing Address: _____

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

Signature: _____ Date: _____

Service Requests

Select ALL services needed:*

Connect New Camera(s)

Update Authorized Camera Managers

Disconnect Camera(s)

Repair / Replace Camera(s)

Move Camera(s)

Number of Camera Locations: _____

Remarks: _____ Service Date Desired: _____



Physical Location

Building Number:* _____ Room Number(s): _____

Camera Location(s): _____

For complex installations, please send camera location descriptions as a supporting document with this service order.

Is this camera being moved? *If yes, please fill out the following:*

New Building Number (if applicable): _____ New Room Number (if applicable): _____

Authorized Camera Managers

The following Camera Managers will have access to live and archival camera footage for the camera(s) on this form.

Camera Manager	Name	Email	NetID
Camera Manager 1	_____	_____	_____
Camera Manager 2	_____	_____	_____
Camera Manager 3	_____	_____	_____