

Telecommunications General Work Order



1. Please fill out work order form and send scan to tcom-request@tamu.edu.
2. If you do not receive a work order number via email within 24 hours of submitting this form, call **979.845.1020**.

Requesting Department	Service Request Coordinator	Phone #	Mail Stop #
Email Address	System Part Code	Centrex Account Number	
Building Location	Building Name	Building Number	

Service Requested - Please provide detailed descriptions. Refer to <http://telecom.tamu.edu> for assistance.

WO# TCOM Only	Item #	Add, Move, Change, or Disconnect	Line or Circuit Number	Intercom Station Number	From Bldg./Room	To Bldg./Room	Voice Mail		Max. Calling Access	In Pick-Up Group with Number	Station Equip. Type
							Y	N			
	1						<input type="checkbox"/>	<input type="checkbox"/>			
	2						<input type="checkbox"/>	<input type="checkbox"/>			
	3						<input type="checkbox"/>	<input type="checkbox"/>			
	4						<input type="checkbox"/>	<input type="checkbox"/>			
	5						<input type="checkbox"/>	<input type="checkbox"/>			
	6						<input type="checkbox"/>	<input type="checkbox"/>			

Remarks (Refer to Item # to which remarks apply.)

Date Work Order Prepared	Departmental Approval	
Service Date Desired	Signature	Date

Telecommunications Office Use Only

Verizon Work Order #
Service Due Date
Installation Cost (NRC)