

# Telecommunications

## International Cell Phone



1. Please fill out work order form and send scan to [tcom-request@tamu.edu](mailto: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 #	Work Order #
Estimate Only? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mail Stop #	Email Address	
System Part Code	Centrex Account Number	Account Name	

### Service Requested

Please provide detailed descriptions. Refer to <http://telecom.tamu.edu> for assistance.  
Note: A \$19.95 processing fee will be charged.

Date Cell Phone Needed	Cell Phone Pick-Up Date
Cell Phone User	
Travel Destination(s)	<input type="checkbox"/> United States Number <input type="checkbox"/> Destination Country Number
Cell Phone Type <input type="checkbox"/> Digital <input type="checkbox"/> Satellite	Cell Phone Return Date
Notes	
By signing here, I (the supervisor) confirm the cell phone is needed for business purposes.	Signature
By signing here, I (the cell phone user) agree to be responsible for any international charges associated with this device. ( <i>If not signed, international phone will not be issued.</i> )	Signature
Date Work Order Prepared	Departmental Approval
Service Date Desired	Signature <span style="float: right;">Date</span>

### Telecommunications Office Use Only

Service Due Date
Installation Cost (NRC)
Billed To
Telephone/Circuit Number(s) and Service Order(s) Assigned