



# Telephone Remove/Change Form

<b>Work order</b> _____ (Telephone Office use only)
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Submitter Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Department: \_\_\_\_\_ Submitter Phone #: \_\_\_\_\_

FOAP: \_\_\_\_\_

\*Funds starting with a 3 require a [Telephone Expenses Grant Justification Form](#) attached to this request.

Required:  On or  Before \_\_\_\_\_

Phone Number Being Changed/Removed: \_\_\_\_\_

Location (Room Number, Building): \_\_\_\_\_

**Remove/Cancel Telephone Service:** Main Set  Extension Set  Softphone  Fax/Analog Line   
 Remove Voicemail Service  Remove Voicemail Menu

**Add/Enable Service:** Softphone  Voicemail  Voicemail to email  Voicemail Menu   
 (Include options/users names in Special Instructions)

<input type="checkbox"/> <b>Add Extension Set:</b>	<input type="checkbox"/> <b>Move Service From:</b>	<input type="checkbox"/> <b>Move Service To:</b>
Room # _____	Room # _____	Room # _____
Building _____	Building _____	Building _____
Jack # _____	Jack # _____	Jack # _____

**Change Set Type:** From: \_\_\_\_\_ To: \_\_\_\_\_

Change Name Display on Set (max 15 characters including spaces)  
 \_\_\_\_\_  
 (Indicate department name or abbreviation or specific employee name—note this is optional)

Change Voicemail Menu  
 (Include options/users names in Special Instructions)

Name of employee using service: \_\_\_\_\_

Employee # \_\_\_\_\_ Email \_\_\_\_\_

Job Title (for people search) \_\_\_\_\_ Department \_\_\_\_\_

Change From (previous Employee) \_\_\_\_\_  On Leave (keep in directory)

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**FOAP Change:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Billing Contact Change:** From: \_\_\_\_\_ To: \_\_\_\_\_

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Special Instructions:

*Form available in alternate formats upon request.*