

Information Technology Phone Configurations

Requestor:

Extension:

New Employee: Start Date:

Location of Installation: Room #

Type of Access

☐ Campus Only

☐ Local/Long Distance

Type of Phone

Chargeback Cost

<input type="checkbox"/> Cisco IP Phone	\$400.00
<input type="checkbox"/> Cisco IP Phone Replacement	\$300.00
<input type="checkbox"/> Cisco IP Conference Phone	\$800.00
<input type="checkbox"/> Expansion Module	\$275.00
<input type="checkbox"/> Voicemail	\$40.00
<input type="checkbox"/> Headset	\$155.00
<input type="checkbox"/> Fax Line	\$170.00
<input type="checkbox"/> Additional Phone Number	\$17.00 monthly

Does user require access to other extensions?

☐ Yes

☐ No