

North Carolina A & T State University

TELECOMMUNICATION SERVICES WIRELESS COMMUNICATION REQUEST

This form must be completed in its entirety for all wireless communication requests. You must have sufficient budgetary funds in the communication account -73211 of the Fund code listed below for resulting charges.

Wireless Communication Request must be approved by your respective Vice Chancellor, forwarded for fiscal review and approval to either Contracts and Grants or the University Budget Office.

The approved request should then be forwarded with a **Letter of Justification**, on department letterhead and approval by your respective Vice Chancellor, to the Office of the Vice Chancellor of Information Technology and Telecommunications. The form will then be sent to the Administrative Telecommunications Services Office for processing.

TYPE REQUESTED (circle one): Pager Cellular phone

REQUESTOR _____

DEPARTMENT & FUND CODE _____

ORGANIZATION CODE _____

ACCOUNT CODE _____ -73211 (cell) or -73214 (pager)

PURPOSE CODE _____

***ESTIMATED DEPARTMENTAL EXPENSE** (full fiscal year) _____

Signature of Requestor

Signature of Department Head

Date

Date

Signature of ITT Vice Chancellor

Date

Fiscal Approval
(University Budget Office or Contracts & Grants)

Date

***DEPARTMENTAL EXPENSE IS AN ESTIMATE ONLY. ACTUAL EXPENDITURES WILL CONTINUE TO BE CHARGED AGAINST YOUR ACCOUNT ON A MONTHLY BASIS.**

ITT / Accounting Use Only

Assigned Number (ITT use)

Accounting Approval