

# Communication Services Request Form

USF St. Petersburg campus

Use this form to purchase communication services on the USF St. Petersburg campus.

### Contact Information

Please provide contact information in the event Campus Computing has questions regarding this request.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

### New Communications Hardware and Services Purchasing Request

Communication services and telephone equipment rental charges are bundled together for some customers. A complete list of services with prices can be found at the bottom of this form. Prices are subject to change.

Device/Service <small>Check the item(s) to be purchased.</small>	Phone Number(s) <small>Enter assigned phone number</small>	Quantity
<input type="checkbox"/> Purchase a Teams phone only <small>(phone number already assigned to user)</small>		
<input type="checkbox"/> Purchase a Teams phone with service*	*Requesting new phone line	
<input type="checkbox"/> Cisco ATA for Faxing & Service**	**Requesting new fax number	

### Additional Information or Request Details

Use this section to list names of all users receiving a new service.

  
  
  
  
  
  
  

### Accountable Officer and FAST Chartfield Information

<b>Name:</b>								<b>Title:</b>			
<b>Email:</b>								<b>Phone:</b>			
<b>Department:</b>											
<b>Op Unit</b>	STP	<b>Fund</b>		<b>Dept</b>		<b>Prod</b>		<b>Init</b>		<b>Proj</b>	
<b>Signature:</b>						<b>CAMPUS COMPUTING USE ONLY</b>  <b>Total Charges:</b>					

### Billing Information

Service	E&G Price (OTP)	Non-E&G Price (MRC)
Yealink Teams Phone	\$295	\$24/month
Cisco ATA for Faxing (Analog Line)	\$225	\$20/month
Communication services, licenses, and telephone hardware charges are bundled together as one charge. OTP: One Time Payment   MRC: Monthly Recurring Charge		