

**SECTION:** Business Affairs/Purchasing  
**SUBJECT:** Telephone Repairs, Changes, or New Installations

**ISSUED BY:** Office of Business Affairs  
**REPLACES:**  
**APPROVED BY:** Vice President for Business Affairs and Treasurer  
**EFFECTIVE DATE:** July 1996

Telephone repairs, changes, or new installations

Information Services coordinates all telephone repairs and equipment changes. Requests should be made by contacting Information Services Help Desk, extension 2177. No requisition is necessary.

Requests for installation of a new phone, extensions or computer modem lines must be made by completion of an Information Services Request Form. This form can be obtained from the Information Services Help Desk. (Refer to page 300.7.11.2 for a sample of the Information Services Request Form.)