

Long Distance Code Request Form

Please complete a new form as required for each request. Forms not completed in their entirety will be returned, delaying the assignment of a Long Distance Code. The person completing this form must provide an Oracle identification number. Completed forms can be sent to TELECOM through campus mail, or faxed to 81-3631.

Name: _____ Oracle ID #: _____ Department: _____

Campus: _____ Bldg.: _____ Room: _____ Ext: _____ Primary user of Ext. Yes No

Check One:

- New Account (For new faculty/staff)
- Additional Code (For faculty/staff that are involved with more than one department and already have an LD code assigned)
- Changing or Transferring Departments (For faculty/staff that have changed departments within the university, please complete the additional fields so that your information can be accurately updated)
- Previous Campus: _____ Dept.: _____ Bldg: _____ Room: _____ Old Ext: _____
- Deactivate Code (If you have more than one code, please provide the one you are requesting to be deactivated or it will be referenced from the user information provided within this form.) LD Code: _____
- Delete Code (For faculty/staff that are no longer with the University.) LD Code: _____

LDC Policies and Approval

The Long Distance Code (LDC) is assigned so that you may place long distance calls while conducting university business. The LDC is to be used for business purposes only; no personal calls will be made using this code. You are responsible for the use and protection of your LDC. Shared or "departmental codes" are NOT allowed. Do not give your LD code to anyone for any reason. If you suspect misuse of your LDC, contact the TWU Service Desk immediately at 81-3971.

Signature below indicates your understanding and agreement of the LDC policies stated above.

Signature: _____

Date: _____

Approval signature and departmental account number is required for billing of long distance charges.

Dept. Approver: _____

Account: _____

For Telecom Use Only:

LDC Assigned: _____ By: _____ Date: _____

Deactivated/Deleted by: _____ Date: _____