



**UNM ITS Communications Network Services
CALLING CARD REQUEST FORM**

Calling Cards are provided in accordance with University Business Policy 2110. Requestion Departments and the individuals who are assigned calling cards are advised to review and abide by this policy. Requests are usually filled within one to three business days.

CARD REQUEST DATE: _____

ACTION:

New Card	New Card Number	_____
		(CNS Use Only)
Replacement	Old Card Number	_____
	New Card Number	_____
		(CNS Use Only)
Cancel Card	Old Card Number	_____

BILLING INFORMATION:

Department: _____ Org Code: _____ Account: _____

REQUEST APPROVAL:

Dean, Director, Department Head or Manager's Signature:

Signature _____ Print Name

CARD RECEIPT

By accepting this calling card and signing this receipt you acknowledge your responsibilities under University Business Policy 2110. Report lost or stolen cards to Telecommunications immediately. **Cardholder must sign receipt.**

Cardholder Signature: _____ Date: _____

Rev: 10/06 UNM ITS CNS: MSC07 4215 Fax: 277-2668 Customer Service: 7-1111
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