

# Texas A&M University – Commerce

## Long Distance Authorization Code Request

To obtain access to place long-distance telephone calls, complete this form and submit the original form with original signatures by personal delivery, campus mail, or USPS to Technology Services.

Employee Name: \_\_\_\_\_ List with Dr. as Title?  
Last First  Yes  No

CWID or UIN: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Assigned Phone Number: \_\_\_\_\_ List in Campus Directory:  Yes  No

Account Number for charges: \_\_\_\_\_

Additional Departments for Telephone Directory Listings: \_\_\_\_\_

- I agree that by requesting this authorization code I will be responsible for its security.
- I understand that I may be held liable for any expenses incurred by the University as a result of unauthorized access to the System caused by my negligence in protecting the security of my authorization code.
- I agree to notify the Telecommunications Coordinator immediately if I have any reason to believe the security of my authorization code has been violated.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Account Manager/Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Submitted forms must have original signatures and include all requested information.

Incomplete forms will be returned to the department for correction and may cause account creation delays.

(For Technology Services Use Only)

Long Distance Code Request  
Revised Oct, 2009  
Form expires after Nov, 2010

Added: \_\_\_\_\_  
Date: \_\_\_\_\_  
Notified: \_\_\_\_\_