



Telephone Order Form

Submit completed requests to [Maria Martinez at alta.martinez@berkeley.edu](mailto:alta.martinez@berkeley.edu) or Deborah Martinez at dfierro@berkeley.edu
Please note: *New phone lines and phone moves can take up to 3 weeks to be completed by CSS IT Staff.*

1. COMPLETE THIS SECTION FOR ALL ORDERS

Date: _____

Requestor: _____ **Dept:** _____ **email:** _____

Dept Authorized Approver Signature: _____ **print:** _____

Dept Financial Analyst Signature: _____ **print:** _____

BILLING CHART OF ACCOUNTS is required for ALL orders, even if no-cost services are being requested:

Fund	Department	Program	Chartfield 1	Chartfield 2

2. ADD A NEW WIRED LINE: Name _____ Room #: _____

OPTIONS: Handset type: digital analog Voicemail: basic enhanced

Voicemail Unified Messaging (sends messages as texts to your email)

Voicemail extensions: list additional user names: _____

Diagram the desired location for the jack and phone in the room (use back of sheet as needed)

3. DELETE or Change funding or username:

Phone # _____ **User:** _____ **Room #/Location:** _____

___ **Name Change:** currently: _____ change to: _____

___ **Funding change:**

	Fund	Dept	Program	Chartfield 1	Chartfield 2
New COA:					

___ **DELETE this phone line (include date of disconnection if not immediate)**

4. CHANGE or MOVE a phone line:

Phone #: _____ **User:** _____ **Room #:** _____

Add Voicemail: Basic Add Voicemail Enhanced

Add Voicemail Unified Messaging (sends messages as texts to your email)

___ **Move phone line:** current Rm/location: _____ New Rm/location _____

___ **Add Voicemail Extension(s):**

Name _____ Email _____

Name _____ Email _____

5. ADD or UPGRADE a CELL PHONE: Current phone # _____

Select service (ATT or Verizon) _____ Select Phone _____

Select Service Plan: _____

6. Add Zoom teleconference account(s):

Name _____ Email _____ COA: _____

Name _____ Email _____ COA: _____