Texas Southern University
Long Distance Code Authorization Form

Instructions:

1) Please complete form with the accurate information of the requestor and obtain department head's signature.

2) Submit a "Long Distance Code Request" ticket to the IT Service Center, itservicecenter@tsu.edu and attach the signed document.

Date: _____

Name of Requestor: _____

Email: _____   Telephone Ext.: _____

Department: _____

Department Head: _____

Note (if applicable)

_____   _____
Head of Department Signature   Date

BELOW INFORMATION WILL BE COMPLETED BY THE OFFICE OF INFORMATION TECHNOLOGY UPON APPROVAL

Long Distance Code: _____   Date Code Assigned: _____

Assigned By: _____   Date Code Terminated: _____

_____   _____
Approval Authorization Signature   Date