Texas Southern University
Long Distance Code Authorization Form

Instructions:

1) Please submit a "Long Distance Code Request" ticket to the IT Service Center, tservicecenter@tsu.edu or (713)313-4357
2) Complete the form with the accurate information of the requestor and get the appropriate signature approval.
3) Return the approved form by one of the following 3 ways:
    1) In person to the OIT Dept. located in Hannah Hall Suite 230C Att: Camilla Clark
    2) Fax to 713-313-6876 Att: Camilla Clark
    3) Email to Camilla.Clark@tsu.edu (PREFERRED METHOD)

Date

Name of Requestor

Building/ Room #

Email **Telephone Ext.**

Department

Department Head

Notes (if Applicable)

Head of Department Authorization 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**

Information Technology Department Approval Authorization Signature **Date**

Print Form