



Departmental Telephone Access Code Authorization Form – Revised April 2026

A Telephone Access Code is issued for use in making long distance calls for official University business purposes. Please remember that these access codes are for University business only, and should not be used for personal calls. Any employee needing to make personal calls from their university phone should use their own personal calling card.

This form authorizes the Telephone Services personnel to add, discontinue, or reissue departmental telephone access codes. It must be signed and dated by the department head responsible for the budget unit. If **receiving** an access code for the first time, please check the first box and fill in all blanks except for the reason why the card is being reissued. If **discontinuing** an access code, please check the second box and fill in the employee name, Employee ID Number (W Number), department number, and department authorization. If **reissuing** a code, check the second and third boxes and fill in all the blanks. If this is a **Budget Unit Change** (employee changing departments) check the fourth box and fill in all the blanks.

PLEASE COMPLETE ALL INFORMATION OR THE ACCESS CODE CANNOT BE ISSUED
Deliver original completed form to McClimans 109

Add Discontinue Reissue Budget Unit Change (old dept BU # _____)

Employee Name _____

Budget Unit Number _____ Employee W Number _____

Employee E-Mail Address _____ International Call Authorization? Yes No

Short Name _____ Employee Campus Extension _____

Please indicate a short name up to eight characters which will appear on the bill next to all calls made using this access code.

APPROVED BY: Budget Head Signature _____

Budget Head Name Printed _____ Date _____

Budget Unit Name Printed _____

If **reissuing a code**, please indicate the reason for reissuance: _____

FOR TELEPHONE SERVICES OFFICE USE ONLY:

ACCESS CODE: _____

DATE ISSUED: _____

SWITCH: _____

EMAILED NOTICE: _____

ACCESS CODE RECEIVED BY: _____ DATE: _____