

UMassAmherst Information Technology

Calling Card Request Form

Please complete all necessary areas and fax to 545-1234. All questions can be answered at 545-5737.

Preparer/NetCom Rep Name: _____ Date: _____

Department: _____ Phone: _____

Signature of Department Head: _____ Date: _____

Signature of Applicant: _____ Date: _____

Charge calls made with calling card to the following billing account:

Speedtype #: _____ Business Unit #: _____ Fund #: _____ Project/Grant #: _____

Signature of Principal Investigator: _____ Date: _____
(Required for GRANT ACCOUNTS only)

*****SIGNATURES REQUIRED FOR PROCESSING*****

Print Applicant's Full Name: _____ Campus Phone #: _____

Applicant's Campus Address: _____
(Card will be mailed to this address)

DIALING PRIVILEGES

Please specify which dialing capability is to be assigned to your calling card. For example, if you anticipate a need to make only domestic calls (U.S. & Canada) we will limit the dialing range, thereby reducing exposure to fraud. If the card holder's needs change, the range privilege can be adjusted within 24 hours of a written request.

Select One:

Domestic: Card holder has dialing privileges within the U.S. & Canada.

Full International: Card holder has unlimited International dialing privileges, as well as, domestic.

Briefly summarize the applicant's need for a calling card:

OFFICE USE ONLY

Card Number: _____ Date Issued: _____ Entered into Billing System: _____

Authorized Signature: _____