Communication Services Request Form

USF St. Petersburg campus: Phone, Voicemail, and Fax Requests

Use this form to purchase communication services for phones, voicemail, and faxing on the USF St. Petersburg campus. Please complete one form per service request. Incomplete forms will be returned.

Contact Information Please provide the contact information for the person receiving service. For a shared line, who should we contact when the phone is ready to be installed?

Name: Email: Phone #:

New Communications Hardware and Services Purchasing Request

Fill out this section to purchase a new Cisco IP phone, voicemail box, or ATA adapter for faxing. A complete list of services with prices are provided below.

Device/Service Check the item to be purchased.	Enter the Name for the Main Line * Verify spelling is correct before submitting.	Check to Add Voicemail	Building & Room Number (for 911 database) **
☐ Cisco IP (2-line) Phone & Service		☐	
☐ Cisco IP (8-line) Phone & Service		☐	
☐ Cisco Conference Phone & Service		N/A	
☐ Cisco ATA for Faxing & Service		N/A	N/A

* Include the first and last name of the employee the phone is being purchased for or (if this will be a shared line) provide a name for for Caller ID.

** 911 Services Information is required for **ALL** new purchases. All communication devices are registered with the Pinellas County 911 database. In the event of an emergency, calls made to 911 will include the location of the phone so emergency responders can locate the caller.

Additional Information or Request Details

Accountable Officer and FAST Chartfield Information

Name:		Title:	
Email:		Phone:	
Department:			

Op Unit	STP	Fund		Dept		Prod		Init		Proj	

Signature:	*CAMPUS COMPUTING USE ONLY* **Total Charges:**

Billing Information (Prices are subject to change.)

Service	E&G Price (OTP)	Non-E&G Price (MRC)
Cisco IP (2-line) Phone	$300	$24/month
Cisco IP (6-line) Phone	$375	$32/month
Cisco IP Conference Phone	Varies	N/A
Cisco ATA for Faxing (Analog Line)	$225	$20/month
Voicemail	$50	$4/month
Communication services, licenses, and telephone hardware charges are bundled together as one charge. OTP: One Time Payment | MRC: Monthly Recurring Charge		