

Request for Telephone Long-Distance Authorization Code

All LUC telephones are restricted to on-campus and local calling only. Long-distance and international calls are accessible only with the use of an authorization code. This code may be used on any LUC telephone.

REQUESTING A NEW AUTHORIZATION CODE(S): This section is to be completed when requesting a new telephone long distance authorization code:

USERS NAME: _____

DEPARTMENT: _____

BUDGET ACCOUNT NUMBER: _____

INTERNATIONAL CALLING APPROVAL YES NO (circle one)

ADDRESS: LSC WTC (circle one)

Building _____

Room _____

Phone: _____

DEAN / VP APPROVAL (required) Dean / VP (please print)

Dean / VP signature _____

Date: _____

THIS ORIGINAL FORM SHOULD BE PRINTED, SIGNED AND SENT TO:

Network Information Services
Granada Center, Suite 260
FAX: 8-8600

The confidential authorization code will be sent to the requestor's Loyola e-mail address.

If you have questions, please contact David Gabrovich at 8-2277 (dgabrov@luc.edu) or Adina Tenenbaum at 8-6001 (ateneb@luc.edu).