

# ITC Communication Services

## Calling Card and Forced Authorization Code (FAC) Request Form

A Forced Authorization Code (FAC) Card enables a user to place long distance calls from University telephones and have these calls billed to a specific account code. A University issued Calling Card is a standard telephone calling card which bills directly to a specified University account code.

**Your use of either the University issued Calling card or the FAC Card is subject to standard University policies that prohibit personal use. By signing this form, you agree to abide by the following terms and conditions:**

1. I am the only person who will use the Card. I will keep my Card number confidential.
2. I will not make personal calls on the card under any condition. I understand that the University audits the use of the Card and will take appropriate action when improper uses are found.
3. I agree to return my Card immediately upon request or upon termination of employment (including retirement).

**FORM MUST BE COMPLETED IN ITS ENTIRETY FOR ALL REQUESTS.**

Please check the box for the card/cards that you are requesting.

University issued Calling Card                       FAC Card

Requestor Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Requestor Mailing Address \_\_\_\_\_

Return Address for Card/Cards \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Department Name: \_\_\_\_\_

Account Code for Billing: \_\_\_\_\_

Card Holder Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

(must be different than Card Holder)

**If you are making changes for a card already issued, please provide the information below.**

**(Name change only applies to original owner, not another employee.)**

Name Change: Current: \_\_\_\_\_ New: \_\_\_\_\_

Account Change: Current: \_\_\_\_\_ New: \_\_\_\_\_

Cancellation: Name \_\_\_\_\_ and/or Number \_\_\_\_\_

Reissue new card: \_\_\_(yes) \_\_\_(no)

**Please check class of service needed (FAC Cards only)**

\_\_\_ 1 The continental United States

\_\_\_ 2 The continental U. S. and North American locations (Alaska, Hawaii, and Canada)

\_\_\_ 3 The continental U. S., North American locations, & international calling to Europe

\_\_\_ 4 The continental U. S., North American locations, & international calling to all locations

**Please mail original form to ITC Communication Services , P. O. Box 400196 or hand deliver to Carruthers Hall Upper Level.. No faxes or e-mails accepted.**