



Communications and CCTV Request Form

Information Technology SVC 4010
Phone: 813-974-1222 Fax: 813-974-5140

IT USE ONLY

Project No. _____

Work Order No. _____

CONTACT INFORMATION

DATE: _____

Department: _____ *Due Date: _____

*Name: _____ *Phone Number: _____

*E-Mail Address: _____ *Fax #: _____

Physical Address: _____ *Mail Point: _____

***TYPE OF SERVICE REQUESTED:** Check all that apply (double-click to enable checkbox)

Communications Services		CCTV Services
<input type="checkbox"/> Install New Service	<input type="checkbox"/> Add Voice Mail	<input type="checkbox"/> Install a Camera
<input type="checkbox"/> Move Current Service	<input type="checkbox"/> Install a New Jack	<input type="checkbox"/> Upgrade a Camera
<input type="checkbox"/> Upgrade Current Service	<input type="checkbox"/> Activate Data Jack	<input type="checkbox"/> Repair a Camera
<input type="checkbox"/> Downgrade Current Service	<input type="checkbox"/> De-Activate Data Jack	<input type="checkbox"/> Relocate a Camera
<input type="checkbox"/> Add to Current Service	<input type="checkbox"/> Add Conferencing Service	<input type="checkbox"/> Remove a Camera
<input type="checkbox"/> Remove a Current Service	<input type="checkbox"/> Remove Conferencing Service	<input type="checkbox"/> Install a New DVR
<input type="checkbox"/> Disconnect Permanently		<input type="checkbox"/> Replace a DVR

***Please provide a brief description of the service requested (or provide attachment): All work requests require a notice of 5 business days from the due date.**

ACCOUNTABLE OFFICER'S INFORMATION:

*Name: _____ *Title: _____

*Signature: _____ *Date: _____ *Phone #: _____

* Labor & OCC: Operating Unit _____ Fund _____ Dept ID _____ Prod _____ Init _____ Project _____

(Note: If you are using Fund 50000 a Budget Reference code is required) _____

* Monthly Charge: Operating Unit _____ Fund _____ Dept ID _____ Prod _____ Init _____ Project _____
(Monthly Charge account required for new services)

_____ **Initial if Overtime is Approved**

*Required Fields