**XVI During Construction**

**­­­­­a) TELEPHONE SERVICE REQUEST**

**What Is It?**

* C & IT Standard for requesting voice and data service

**Who Is Involved?**

* C & IT Project Representative
* FPM-D&CS Project Representative
* FPM-D&CS Project Move Planner
* Customer

**How/Process:**

* Have your Index Account No. (Plant Fund Account No.) in order to be charged before completing form.
* Complete a required/relevant areas of the form and press the continue button to produce a printable form with a unique TSR number
* Print the TSR form from the resulting Web page
* Have a dean/division head sign the form
* Fax the completed form to C & IT at (313) 577-5577
* Include the project name and who will be working with FPM or any other department contact person.
* C & IT is supposed to coordinate all C & IT staff and resources for the project and get in touch with FP & M Project Manager and department contact person.

**Checklist**

* Reference WSU Computing & Information Technology Website-Telephone Service Request for additional information (http://computing.wayne.edu/telephone/index.php)

**Timeline Considerations**

* C & IT needs 1 weeks advance notification for small requests, and longer for larger requests.

**Forms/Documents**

Data Equipment Quote form

Voice and Data Test reports form Contractor

**Filing**

Voice and Data Test reports form Contractor