

**TELEPHONE SERVICE REQUEST**  
Telecommunications Branch  
Loc. Code 0787, 2155 N. Soto St. Los Angeles 90032  
Fax. 323 224-2455

- ◆ **To avoid delays** all Sections must be filled out before faxing or mailing
- ◆ This form is to be used for all modifications involving telephones, lines, voice mail, and billing.
- ◆ For Telephone Repair Call 213-241-5200
- ◆ Contact Person will be called within 5 days of receipt by Telecommunications Branch
- ◆ Allow approximately 3 weeks for work to be completed.

**TO BE COMPLETED BY REQUESTING SCHOOL/OFFICE (Please print or type)**

**A.** Date: \_\_\_\_\_ School/Office: \_\_\_\_\_ District: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**B. Billing information:**

Account to be charged: Fund No. \_\_\_ Area \_\_\_\_\_ Org. Code \_\_\_\_\_ Program: \_\_\_\_\_ \*Object: \_\_\_\_\_  
(IFS *Phase & Sub-Phase* Project No.) \_\_\_\_\_ Category Code: AB \_\_\_ CM \_\_\_ Other \_\_\_\_\_  
(Principal/Administrator) \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* IMPORTANT \*\*\*\*\*

**1. CONTACT YOUR FINANCIAL MANAGER OR FISCAL SPECIALIST BEFORE SENDING REQUEST**

**2. \*All Object codes 2407, 3907, 4501, 4507, 4508, 4490, 5207, 5610, 5901, and 6210 must be opened before any order/s will be processed.**

**3. Telephone Service Request will not be accepted without authorizing signature**

**C. LOCATION OF WORK TO BE DONE:** Organization/ Location Code: \_\_\_\_\_ District \_\_\_\_\_  
School/Office: \_\_\_\_\_ Building: \_\_\_\_\_  
Address: \_\_\_\_\_ Rm. No. (s) \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Site Contact: \_\_\_\_\_ Employee ID \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

**DESCRIPTION:** Provide detailed description of work to be completed. Attach additional pages if needed.

(i.e.) Move existing telephone(s) within same building or at same address.

Provide telephone and extension numbers). Requested Move Date: \_\_\_\_\_

Install additional telephones(s) Specify model of phone (s): \_\_\_\_\_

**Description of work requested:**

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\*\*\*THERE WILL BE AN ADDITIONAL COST IF WIRING/CONDUIT REQUIRED. \*\*\*

**IM#** \_\_\_\_\_ **Assigned to** \_\_\_\_\_