

**TELEPHONES
NEW EQUIPMENT REQUEST**

Instructions for completing the request

1. One form must be completed for each new line being requested.
2. All requests must include a Purchase Order number. The Purchase Order should be made out to 'Utah County Treasurer' and must include the equipment cost and lease amount. Contact the Telecommunications Division to obtain equipment and lease costs.
3. 'Name for Telephone' should be the name of the employee who will use the telephone. If the line is for a fax machine, conference room, or other such use, the name should indicate this (i.e. RECORDER'S OFFICE FAX).
4. Location, including building name and room/suite number must be given on the request to allow us to properly prepare for the installation.
5. For listing in the County Telephone Book, indicate the Department and Division/Bureau the listing should appear under. If a number other than the actual extension is desired in the listing, please indicate that as well (i.e. listing a secretary's number or main office number instead of the employee's direct number).
6. Indicate by checking the box if voice mail is required for this line.
7. Indicate by checking the box if the costs will be paid with funds from a grant. Items purchased with grant funds will not be taken from stock and will require additional lead time for special order to meet Auditor's Office invoicing requirements. There are no exceptions.
8. Please give any other information that may be pertinent to the installation.

Requests that are not signed, have incomplete information, or do not have a purchase order number may cause delay in completion.

**TELEPHONES
NEW EQUIPMENT REQUEST**

To: Public Works Department
2855 South State Street
Provo, UT 84606
851-8600 851-8612 fax

From: _____
Dept: _____
Phone: _____
Building: _____

Name for Telephone (Employee's name. If not assigned to a person, state usage or location)

Location to be installed (Building name and room number)

Voice Mail (check if required)

Will be paid with grant funds (check if yes)

Department and Division (for County Phone Book listing)

Other Information

_____/_____/_____
Date of Request

Authorized Signature

Phone Number

_____-_____-5640
Budget to be Charged

Purchase Order Number

_____/_____/_____
Date Needed

A purchase order to Utah County Treasurer is required before work will be completed. Contact Public Works at x8600 to obtain the equipment and lease costs for the purchase order before submitting this request.
PLEASE SEND COMPLETED REQUESTS TO PUBLIC WORKS - TELECOMM DIVISION OR FAX THEM TO 851-8612 ATTN: TELECOMM

▼ This section to be completed by Public Works ▼

PUBLIC WORKS AUTHORIZATION

TRACKING

\$ _____
New Equip. Cost

Telecomm Div Mgr Date

\$ _____
Annual Lease Amount
(Pro-Rated for Current Year)

PW Dept Head Date

Date Billed Inv # Date Received

PW Accounts Receivable Date

Installation Completed By:

Technician Date

Extensions Used, Technician Notes, etc.