

ATTACHMENT 265.12

**UNIVERSITY OF HAWAII TELECOMMUNICATIONS**  
**REQUEST FOR SPECIAL BILLING OF CERTAIN LONG DISTANCE CALLS**

This form is used for exceptional occasions to charge certain long distance calls to an account code other than the one assigned to the telephone being used to place the call(s) and **MUST BE RECEIVED BY TELECOMMUNICATIONS NO LATER THAN THE LAST WORKING DAY OF THE MONTH THE CALL(S) WAS MADE TO INSURE PROPER BILLING.** We will not be held responsible for forms not received on time.

**TO:** UH TELECOMMUNICATIONS  
 2545 THE MALL  
 BILGER ADDITION 503  
 LINE# 66033

**VIA:** DEPARTMENT \_\_\_\_\_  
(Department Responsible For Telephone Being Used to Place Call(s))  
 NAME \_\_\_\_\_ LINE# \_\_\_\_\_  
(Typed Name & Signature of Individual Allowing call(s) To Be Placed)

**FROM:** DEPARTMENT \_\_\_\_\_  
(Department Requesting Special Billing)  
 NAME \_\_\_\_\_ LINE# \_\_\_\_\_  
(Typed Name & Signature of Individual Requesting Special Billing)

**PLEASE CHARGE THE FOLLOWING LONG DISTANCE CALL(S) TO THE ACCOUNT CODE(S) LISTED:**

Date of Call	Time of Call	Line Called From	Number Called	Account Code to Charge

**APPROVAL OF DEPARTMENT REQUESTING SPECIAL BILLING (Please type name and sign)**

DEPARTMENT AUTHORIZATION \_\_\_\_\_ LINE# \_\_\_\_\_ DATE \_\_\_\_\_

FISCAL OFFICER \_\_\_\_\_ LINE# \_\_\_\_\_ DATE \_\_\_\_\_

**FOR TELECOMMUNICATIONS USE**

DATE COMPLETED \_\_\_\_\_ BY \_\_\_\_\_