

UNIVERSITY OF HAWAII TELECOMMUNICATIONS
CONFERENCE CALL SET-UP REQUEST

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

FROM: DEPARTMENT _____
CONTACT NAME _____
(Please type name and sign) Email Line#

BILLING INFO:

956 - _____ ACCOUNT TO CHARGE & CAMPUS CODE _____

CONFERENCE CALL SET-UP:

DATE _____ TIME _____ DURATION OF CALL _____ # OF PARTICIPANTS _____
(30 Min Minimum/15 Min Increments) (4 Min - 12 Max)

APPROVAL (Please type name and sign)

DEPARTMENT AUTHORIZATION _____ LINE# _____ DATE _____

FISCAL OFFICER _____ LINE# _____ DATE _____

FOR TELECOMMUNICATIONS USE

_____ Access Number _____ Password _____ Date Notified _____ By _____

UHT Form 10 (4/02)

UNIVERSITY OF HAWAII TELECOMMUNICATIONS
CONFERENCE CALL SET-UP REQUEST

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

FROM: DEPARTMENT _____
CONTACT NAME _____
(Please type name and sign) Email Line#

BILLING INFO:

956 - _____ ACCOUNT TO CHARGE & CAMPUS CODE _____

CONFERENCE CALL SET-UP:

DATE _____ TIME _____ DURATION OF CALL _____ # OF PARTICIPANTS _____
(30 Min Minimum/15 Min Increments) (4 Min - 12 Max)

APPROVAL (Please type name and sign)

DEPARTMENT AUTHORIZATION _____ LINE# _____ DATE _____

FISCAL OFFICER _____ LINE# _____ DATE _____

FOR TELECOMMUNICATIONS USE

_____ Access Number _____ Password _____ Date Notified _____ By _____

UHT Form 10 (4/02)