

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 |
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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 _____