

UNIVERSITY OF HAWAII TELECOMMUNICATIONS
DEPARTMENT TELECOM COORDINATOR (DTC) CHANGE REQUEST

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

FROM: DEPARTMENT _____

NEW DTC'S NAME _____
 CAMPUS ADDRESS _____
 BLDG _____ ROOM _____
 LINE # _____ FAX # _____
 EMAIL ADDRESS _____

TYPE OF ASSIGNMENT

- PERMANENT. The new DTC will assume the responsibilities for the group/dept/previous DTC as indicated below.
- TEMPORARY. The coordinator will temporarily act as DTC until the permanent DTC _____ returns.

METHOD OF UPDATE: (Complete only one)

A. By DTC(s): (Change the DTC for the lines assigned to the following DTC to the NEW DTC. Must be within the same approving authority.)

OLD DTC NAME(S): _____

B. By Department(s): (Change the DTC for all lines assigned to the following department(s)/group(s) to the NEW DTC. Must be within the same approving authority.)

DEPARTMENT NAME(S): _____

C. By Line Number(s): (Change the DTC for the lines listed below to the NEW DTC. Lines must be within the same approving authority.)

LINE NUMBER(S): _____

APPROVAL (Please type name and sign)

DEPARTMENT AUTHORIZATION _____ LINE# _____ DATE _____

FOR TELECOMMUNICATIONS USE

Access _____ TMS _____ Excel _____ Notify _____
 Date/Initials Date/Initials Date/Initials Date/Initials

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