

Application for a Telephone Line



NUI Galway
OÉ Gaillimh

A charge of €200 will be debited for all new extensions

Code from which the cost should be deducted: _____/_____

Section A: To be completed by Applicant

Type of line required (tick appropriate box)

University Extension (with Direct Dial In and Voicemail): Facsimile Line? Yes / No

Indicate call access permission level required:

Within NUI Galway only: Local calls (091): National and Mobile calls: International:

Department/Unit: _____

Building: _____ Room No: _____

Staff to whom phone/ext. is assigned (if relevant): _____

Job Title: _____

eMail: _____

Cost to be borne by (please specify): Department Project

Signature of Dept. Head: _____ Date: ____/____/____

Print Name (Dept. Head): _____

IMPORTANT: All fields must be completed; incomplete forms will be returned to the applicant for completion before processing. It is important that a unit head informs ISS when a (most relevantly, research) budget is to be imminently closed and the line costs transferred. If this budget closure is not communicated, relevant costs will default to the related core budget.

Send completed application to the ACCOUNTS OFFICE for authorisation. The Accounts Office will then forward it to the Administration Office, Information Solutions and Services.

Section B: To be completed by Accounts Office

Coding and Budget agreed: _____/_____

Signed: _____ (Accounts Office)

Date: ____/____/____

Section C: To be completed by Information Solutions and Services

Type of Link Assigned: _____

Extension No Assigned (if relevant): _____

Installed by: _____ Date: ____/____/____

Details entered to database by: _____ Date: ____/____/____