

ITC Communication Services

Calling Card and Forced Authorization Code (FAC) Request Form

A Forced Authorization Code (FAC) Card enables a user to place long distance calls from University telephones and have these calls billed to a specific PTAO. A University issued Calling Card is a standard telephone calling card which bills directly to a specified University PTAO.

Your use of either the University issued Calling card or the FAC Card is subject to standard University policies that prohibit personal use. By signing this form, you agree to abide by the following terms and conditions:

1. I am the only person who will use the Card. I will keep my Card number confidential.
2. I will not make personal calls on the card under any conditions. I understand that the University audits the use of the Card and will take appropriate action when improper uses are found.
3. I agree to return my Card immediately upon request or upon termination of employment (including retirement).

FORM MUST BE COMPLETED IN ITS ENTIRETY FOR ALL REQUESTS.

Please check the box for the card/cards that you are requesting.

University issued Calling Card FAC Card

Requestor Name: Last _____ First _____ Middle _____

Requestor Mailing Address _____

Return Address for Card/Cards _____

Phone Number: _____ E-mail: _____

Department Name: _____

PTAO for Billing: P _ _ _ _ _ T _ _ _ . _ A _ _ _ _ _ O _ _ _ _ _

Card Holder Name: Last _____ First _____ Middle _____ E-mail: _____

Signature of Card Holder: _____ Date: _____

Signature of Supervisor: _____ Date: _____

(must be different than Card Holder)

**If you are making changes for a card already issued, please provide the information below.
(Name change only applies to original owner, not another employee.)**

Name Change: Current: _____ New: _____

Account Change: Current: _____ New: _____

Cancellation: Name _____ and/or Number _____

Reissue new card: ___(yes) ___(no)

Please check class of service needed (FAC Cards only)

___ 1 The continental United States

___ 2 The continental U. S. and North American locations (Alaska, Hawaii, and Canada)

___ 3 The continental U. S., North American locations, & international calling to Europe

___ 4 The continental U. S., North American locations, & international calling to all locations

Please mail original form to ITC Communication Services, P. O. Box 400196 or hand-deliver to Carruthers Hall Upper Level. We cannot accept faxes or email.