



## ITS Network Wiring Request Form

Large scale / Departmental Move Wiring and Services Request Form - For individual requests, please contact the IT Service Center at [its.truman.edu/servicecenter](http://its.truman.edu/servicecenter) or x4544.

All requests should be documented and finalized prior to work commencing. Once work has started we may lose any flexibility for any additional connections or changes. Please complete form and e-mail to [netop@truman.edu](mailto:netop@truman.edu). If appropriate, ITS will provide a quote for any needed materials.

Fill out one row for **each device that requires a network or phone wire**. Please include all phones and computers for all personnel, and student workers as well as all printers, copiers, fax machines and any other device. If multiple outlets are requested on the same wall, they may be consolidated into one outlet.

Line Type	Room Number	Outlet Location	Special Notes	Phone Number
Specify Computer, Phone, Fax, Printer, or Copier.	Provide <u>new</u> room number.	Specify which wall – N, S, E, W. Outlet toward left, center, or right facing wall?	Provide any special notes for data/phone outlet location.	(FOR PHONE AND FAX ONLY) – Indicate phone number
<b>EXAMPLE:</b> Phone	MC107G	S - center		785-4165

Please provide your contact information.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_