

Telephone Line Move[§]

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Ext.	Original Building/Room	Faceplate #	Destination Building/Room	Faceplate #
Example: 3051	Crawford 18	987-65-43-210	Crawford 424	123-45-67-890

Remarks: (Indicate any special circumstances, and include appropriate faceplate information.)

Any telephone service (line, equipment, etc.) being charged to a grant account must be used solely in conjunction with the project associated with the grant. I authorize all applicable service and usage charges associated with the telephone lines on this form, to be charged to the specified account number.

Authorizing Signature

Date

Forms must be completed correctly and **signed** to be processed.