

# DATA CABLING/WIRING SERVICE REQUEST

THE UNIVERSITY OF TEXAS AT AUSTIN, INFORMATION TECHNOLOGY SERVICES (ITS)

Mail completed form to ITS Business Office, SER 321, C3800 or Fax to (512) 471-8883

DEPARTMENT \_\_\_\_\_ DEPT REQ. NO. \_\_\_\_\_ DATE \_\_\_\_\_

REQUESTER NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT E-MAIL \_\_\_\_\_ BLDG/ROOM \_\_\_\_\_

## INSTALLATION CHARGES

ACCOUNT \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

## RECURRING CHARGES

ACCOUNT \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

1. Use this form for data lines (e.g., local area networks, Internet). Please fill out this form as completely as possible. Include all available information that applies to the description of the work. Incomplete information may result in a delay.
2. Once all information is provided, you will receive a confirmation copy in campus mail in approximately 7 working days. A name and a phone number for you to call to schedule installation will appear on the confirmation copy. The ITS Business Office cannot provide scheduling information.
3. If additional items are needed, please attach "Data Cabling/Wiring Service Request, Additional Items" page(s). Extra material may be attached if necessary.
4. Call the ITS Business Office at (512) 471-5711 if you have any questions about this order form.

DEPARTMENT USE ONLY

**Item 1** NEW SERVICE: YES  NO  TYPE OF SERVICE: DISCONNECT  INSTALL  MOVE\*  OTHER

CIRCUIT NUMBER \_\_\_\_\_ BLDG \_\_\_\_\_ ROOM \_\_\_\_\_ JACK NUMBER \_\_\_\_\_

CIRCUIT TYPE: ETHERNET  FIBER  MAINFRAME  OTHER  Do you want us to provide and install PATCH CORDS? YES  NO

If including Patch Cords, specify NUMBER/TYPE/LENGTH:

(if you do not know what you need, leave blank) \_\_\_\_\_

HUB/SWITCH NAME OR NUMBER \_\_\_\_\_ PORT NUMBER \_\_\_\_\_

\*MOVE: FROM: BUILDING \_\_\_\_\_ ROOM \_\_\_\_\_ JACK NUMBER \_\_\_\_\_

TO: BUILDING \_\_\_\_\_ ROOM \_\_\_\_\_ JACK NUMBER \_\_\_\_\_

Remarks:

**Item 2** NEW SERVICE: YES  NO  TYPE OF SERVICE: DISCONNECT  INSTALL  MOVE\*  OTHER

CIRCUIT NUMBER \_\_\_\_\_ BLDG \_\_\_\_\_ ROOM \_\_\_\_\_ JACK NUMBER \_\_\_\_\_

CIRCUIT TYPE: ETHERNET  FIBER  MAINFRAME  OTHER  Do you want us to provide and install PATCH CORDS? YES  NO

If including Patch Cords, specify NUMBER/TYPE/LENGTH:

(if you do not know what you need, leave blank) \_\_\_\_\_

HUB/SWITCH NAME OR NUMBER \_\_\_\_\_ PORT NUMBER \_\_\_\_\_

\*MOVE: FROM: BUILDING \_\_\_\_\_ ROOM \_\_\_\_\_ JACK NUMBER \_\_\_\_\_

TO: BUILDING \_\_\_\_\_ ROOM \_\_\_\_\_ JACK NUMBER \_\_\_\_\_

Remarks: