

TELEPHONE SERVICES EQUIPMENT PURCHASE FORM

PLEASE PRINT AND FILL OUT THIS FORM, GET SIGNATURE FOR BUDGET APPROVAL AND BRING SIGNED COPY TO 150 CN TO PICK-UP EQUIPMENT. FORMS WITHOUT A SIGNATURE CANNOT BE PROCESSED.

Name & extension of person placing order _____

Name of department & budget center number _____

EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL COST
Single-Line Phone w/ caller I.d. & speaker			
Basic 2500 Beige Phone Set			
Basic 2554 Wall-Mounted Phone Set			
Line cord (specify 7', 14' and/or 25' lengths)			
Handset "coil" Cord (specify 7', 14' and/or 25' lengths)			
267C Two-Line Adapters ("splitters")			
267A2 Duplex Adapters			
Line Cord Connectors			

Grand Total _____

DEPARTMENT BUDGET APPROVAL SIGNATURE _____

For information about equipment costs, multi-line telephone sets or cellular phones please call the Telephone Services Dept. at x4870.

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