

SXTV Service Request Form 4B

**Other Special Communication Service Requests**

Return the completed form to SXTV, by fax to 944-0044, or submit the electronic form at <http://sxtvweb/hqtel-e.htm>

**For assistance:** See section 4.2 and 4.3 in the guidebook. For additional information, call 944-1776 (1-2-3)

**Contact Information**

Div: \_\_\_\_\_ Location: \_\_\_\_\_ Floor: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

**Service Requested**

**Special Phone Equipment Needs** (section 4.2 in SXTV guidebook)

Conference telephone(s), loan\* - Qty: \_\_\_\_\_ Date(s): \_\_\_\_\_  
Time: \_\_\_\_\_ Room: \_\_\_\_\_

Note:\* Short-term loan only. Sets must be returned immediately after use. SXTV can assist with purchasing for permanent installation on a cost recovery basis.

Telephone headset(s), purchase - Qty: \_\_\_\_\_  
Financial code (not required for ADMs or above — SXTV covers cost): \_\_\_\_\_

Cellular phones:  
• Purchasing consultation  
• Provision (for ADMs and above and SXD staff only)

Employee's name: \_\_\_\_\_ Financial code: \_\_\_\_\_

Pager rental - Qty: \_\_\_\_\_ From (date) \_\_\_\_\_ to (date) \_\_\_\_\_

Financial code: \_\_\_\_\_

**Cable Television** (section 4.3 in SXTV guidebook)

Location: \_\_\_\_\_ # of Installations: \_\_\_\_\_  
Room(s): \_\_\_\_\_

Do you know of any existing cable installations in the room(s)?  Yes  No

SXTV representative will visit site to verify location for installation and set a service delivery date.

**Authorization**

Conference telephones — formal authorization not required, but employee signature is required at time of loan

Headsets, cellular phones, pagers — Deputy Director

Cable television — Bureau Administrator or designate

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_