

## DESIGNATED STAFF TELEPHONE BILLING WEB ACCESS

Please provide information for web access to review department long distance charges. It is very important that someone in each department be designated to review the charges monthly.

**Please complete the information below to designate one or more staff that will be responsible for reviewing monthly telephone charges. Staff no longer authorized to access the department charges, should be cancelled. Please complete the information below and return to Telephone Services at Box 6887 or fax to 6120.**

The designated staff responsible for reviewing department long distance charges each month is/are:

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

Email Address: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Budget Code/s for Telephone Charges: \_\_\_\_\_

Department Head Signature (required): \_\_\_\_\_

**Please remove access:**

Name/s: \_\_\_\_\_

**Please pick one:**

Cancel the current designated staff and replace with the above.

Do not cancel existing designated staff. The name/s listed above will also have access.

The staff listed above should be notified that they are responsible for reviewing the monthly long distance detail (and other charges if applicable). A User ID and Password will be provided, by Telephone Services, to your designee.