



LDS/CALLING CARD REQUEST FORM - ADMINISTRATIVE ACCOUNTS

Instructions: Use this form to establish a new Departmental Main Billing Number and/or to assign, change, or delete a University Long Distance System (LDS) Number and/or a Travel Calling Card for an individual employee. All calls will be billed by ITS to the main billing number assigned or specified below. For assistance in completing this form, please call 325-2212. Return the completed form to ITS, mail stop 9697 or fax to 325-8921.

This number is to be used for official university business only.

Existing Main Billing Number: _____ Establish New Main Billing Number*

*If establishing a NEW Main Billing Number, provide Banner account information.

Banner Account Number: _____ Fund _____ Org _____ Program _____ Account _____

Department/Project Name: _____

Office Location: _____ Campus Mail Stop: _____

Employee: _____ Name _____ MSU ID Number _____

ADMINISTRATIVE LDS NUMBERS

ASSIGN LDS number

CHANGE existing LDS number

DELETE LDS number. LDS calling authority is no longer required.

TRAVEL CALLING CARD

ISSUE Travel Calling Card

CANCEL Travel Calling Card

Contact Person _____ Name _____ Phone Number _____ (in case of questions about this request)

APPROVAL: _____ Department Head or Other Authorized Signature _____ Date _____