

**T109 - IS LONG DISTANCE ACCESS REQUEST FORM**  
**FOR LONG DISTANCE AUTHORIZATION CODES AND/OR AT&T CALLING CARD ACCOUNT**

Please check all that applies (to change I.D. codes use one form to delete old code, one form to add new code).

- Long Distance Authorization Code       AT&T Calling Card Number  
 Add       Delete       Change Range       Change Acct. #       Change Name       Change Ext. #

Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

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

Employee Mail Route: \_\_\_\_\_ Employee Ext. Number: \_\_\_\_\_

Old FRS Number: \_\_\_\_\_ (if changed)

FRS Account Number to be Charged: \_\_\_\_\_

<b>Range Limit Options for Long Distance Authorization Codes (please check ONE)</b>	
<input type="checkbox"/> (0) International (includes overseas)	<input type="checkbox"/> (2) Continental U.S. (48 states)
<input type="checkbox"/> (1) North America (includes Canada & Mexico)	<input type="checkbox"/> (3) Texas only

Telephone Number to appear on AT&T calling card _____ or Telephone Number on AT&T calling card to be DELETED _____
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\_\_\_\_\_  
 Account-Authorized Signature

\_\_\_\_\_  
 Date

Contact Name: \_\_\_\_\_ Contact Ext. \_\_\_\_\_  
 (Receives confirmation when ready and instructs employee to pick up. Must bring ID badge)

Contact Mail Route: \_\_\_\_\_ Contact Fax Number: \_\_\_\_\_

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

I understand that this long distance authorization number is not to be given to any other person. I also understand that it is my responsibility to notify Information Services if the access number is lost, stolen, or used by any other person and that credit shall not be given for fraudulent calls made using this access number prior to the proper notification being given to Information Services.

**Information Services Use Only**

Fax or mail completed form to: Information Services Information Management Group ATTN: Shereen Boysen/Vera Wray Mail Route: 1040 Phone: 25797 or 25780 Fax: 25774	Employee Signature _____	Date Picked Up _____
	Code Number _____	Range _____
	AT&T Card Number _____	
	Date Issued _____	Date Canceled _____
	Date Entered into MAT _____	
	Date Entered Into Management System _____	