

	<p style="text-align: center;">UCCS <u>NEW</u> DATA PORT WORK ORDER REQUEST FORM</p> <p>Department: _____ Speedtype to be charged: _____</p> <p>Requestor's name/ext.: _____</p> <p>Today's date: _____ Requested completion date: _____</p> <p style="text-align: center;">**** PLEASE ALLOW 8 - 10 WORKING DAYS FOR YOUR REQUEST TO BE COMPLETED ****</p> <p style="text-align: center;">**** New data activation and installation cost: \$300 per port ****</p>	<p><i>This column for Internal Use</i></p> <p style="text-align: center;">WO#</p> <p style="text-align: center;">_____</p>
<p>1</p>	<p><input type="checkbox"/> <u>INSTALL NEW DATA PORT</u></p> <p>New Line: Bldg: _____ Room#: _____ Existing jack in room? _____</p> <p>Additional Information: _____</p>	<p><u>Charges</u></p> <p>New ports: _____</p> <p>Total \$ _____ @ \$300/each</p>
<p>2</p>	<p><input type="checkbox"/> <u>OTHER</u> (Problems, repair, etc.)</p> <p>If you are experiencing problems with an existing data port connection: Please contact the IT Helpdesk at 255-3536 or helpdesk@uccs.edu</p>	
<p>3</p>	<p><u>COMMENTS</u></p>	
<p>4</p>	<p><u>UPDATES</u> <small>For Internal Use</small></p> <p>VM Reset _____ EMMML _____ Directory _____ Master-Database _____ Master-VOIP _____ Microcall _____</p> <p>PSALI _____ PSANI _____ West-Tech hours _____ Facilities _____ WO Log _____</p> <p>Total JE \$ _____ Charge Summary _____ JE Submitted _____</p>	<p><u>Totals</u></p> <p>Labor: _____</p> <p>Other: _____</p>
<p>5</p>		
<p>6</p>		