

# Large Order

*(Sending this form as an e-mail attachment is the preferred method.)*

# Information Technology Services

191 Durham Center  
294-8565; Fax 294-5050 (support@iastate.edu)

Department \_\_\_\_\_ Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

Desired completion date \_\_\_\_\_ *(Allow approximately 5 working days.)*

Specific Date \_\_\_\_\_ *(Must be received more than 5 working days ahead of a specific date.)*

Installation Account# \_\_\_\_\_ Monthly Fund Account # \_\_\_\_\_ Does your department have  
ITS managed computers/printers? \_\_\_\_\_

<u>Phone #</u>	<u>Set Type</u>	<u>From Jack #</u>	<u>New Set Type</u>	<u>To Jack #</u>	<u>Long Distance</u>	<u>Voice Mail</u>	<u>Comments</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

***(If using multiple accounts, please list in Comments or use an Excel spreadsheet.)***

**For ITS Use only** Order \_\_\_\_\_ Spec I \_\_\_\_\_ Print \_\_\_\_\_ Email \_\_\_\_\_ Spec II \_\_\_\_\_ Closed \_\_\_\_\_