



FACULTY/STAFF LONG DISTANCE ASSIGNMENT

I request a long distance Personal Identification Number (PIN) be issued by AAMU University
Voice Communications to _____.

(Print Name)

Calls made using this PIN will be billed to _____

(Department)

using Account Code _____.

I understand that I am responsible for all calls made using this PIN number, and that any call determined by the University as non-business related will be charged to me personally. Non-business calls will be reimbursed by payroll deduction or direct payment to AAMU Voice Communications. I understand this PIN number is not to be divulged to any other person.

_____ (User Signature) _____(Date)

_____ (Budget Manager)

Assigned PIN _____ Dept Code _____

Voice Comm Rep _____

NOTE: Each Department is responsible for all long distance calls made by persons in the department granted PIN codes. Notify Voice Communications immediately of personnel changes requiring deletion of PIN code. NO PIN CODE MAY BE ASSIGNED, DELETED OR REASSIGNED BY ANYONE OTHER THAN VOICE COMMUNICATIONS PERSONNEL.

FAX COMPLETED FORM TO X5732