

Telephone Procedures (schools)

www.lpssonline.com/FINANCE/purchasing

**Lafayette Parish School System
Telephone Systems – Services Requisition Form**

Date of Request: _____

To:

Company Name: _____

Fax #: _____

From:

School/Department Name: _____

Person Requesting Service: _____

Phone #: _____

Regular Service Issues	Moves, Adds & Changes (MACs)
Examples: Telephone broken, Static, Features not working, No dial Tone	Examples: Install new line, move existing line, program special features, add/delete/change voice mail, change speed dial programming, change type of line, add telephone unit, disconnect line, purchase new system
Write Request Here:	Write Request Here:

Depending on the type of service requested, please be advised the your school/department may be responsible for payment of (or a portion of) the above requested service.

If it is determined that your school/department will be paying for the services, please provide the following:

Accounting Fund to Charge: _____

Approval of Services Requested:

School Principal/Department Supervisor Approval: _____

