



**Warnell School of Forestry
& Natural Resources
UNIVERSITY OF GEORGIA**

Telephone Request

New Line

Change of Service

Remove Service

If initiating NEW service:

Employee Name: _____

UGA MyID: _____

Building Name: _____

Building Number: _____

Floor: _____ Room Number: _____

Jack ID Number: _____

Off Campus? Please provide address: _____

Voicemail? Yes No Line Type: _____

If making a CHANGE or REMOVING service:

EXISTING Service Information:

Building Name: _____

Building Number: _____

Floor: _____ Room Number: _____

Jack ID Number: _____

Off Campus? Please provide address: _____

Extension Number: _____ Line Type: _____

To be CHANGED to:

Employee Name: _____

UGA MyID: _____

Building Name: _____

Building Number: _____

Floor: _____ Room Number: _____

Jack ID Number: _____

Off Campus? Please provide Address: _____

Voicemail? Yes No Line Type: _____

SUBMIT TO ASHLEY MCCULLOUGH (moore905@uga.edu)

OFFICE USE ONLY

Jack ID(s) affected: _____

Date Submitted: _____