



## Long-Distance Telephone / Copier Authorization Code Request Form

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Information Technology Services  
Rossey Hall, Room 058; Fax: 2332

### Policy

All NJCU telephones are restricted to on-campus and local calling. Long-distance calls can be made on any of these telephones by using an authorization code. All copiers are restricted and can only be used by those with a valid authorization code.

### Requesting An Authorization Code

To request a Telephone Long Distance/Copier authorization code, submit this form, filled-in, signed and dated to ITS at the mailing address or via fax number noted above. It can be filled out electronically, using Acrobat Reader, before printing for signature. The confidential authorization code will be sent to the requestor at the Email or interoffice address provided.

Type of code (if both, please check both): Telephone  Copier

### Applicant Information

(Please type or print)

Applicant name:  Email Address:

Department:

Building:  Room:

Phone Ext:  Budget Account Number:

### Authorization

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Dean / Chairperson / Vice President / Director (please type or print)

Date

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Dean / Chairperson / Vice President / Director (*signature*)

Date

If you have questions, please contact the I.T.S. Helpdesk at extension. 4357 or mailto:helpdesk@njcu.edu .