

# TSR - Telecommunications Service Request

Atlas Ticket #: \_\_\_\_\_

## Mobile Devices

### DEPARTMENT INFORMATION REQUIRED FIELDS

Requestor: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: \_\_\_\_\_  
Dept. Name: \_\_\_\_\_ Mail Station: \_\_\_\_\_

### USER & LOCATION INFORMATION REQUIRED FIELDS

NetID: \_\_\_\_\_ Bldg. and Room #: \_\_\_\_\_ Ext: \_\_\_\_\_  
Name: \_\_\_\_\_  
Caller ID Display: \_\_\_\_\_ Current Equipment: \_\_\_\_\_

### CARRIER DEVICE ONE-TIME CHARGES

[www.wireless.att.com/businesscenter](http://www.wireless.att.com/businesscenter)

<https://business.verizon.com>

**Carrier:** AT&T Verizon

**Device:** Smart Phone Air Card Tablet

Model: \_\_\_\_\_ Cost: \_\_\_\_\_

### MONTHLY RATE PLANS & CHARGES

Voice Plan Requested: \_\_\_\_\_ Cost: \_\_\_\_\_

Data Plan Requested: \_\_\_\_\_ Cost: \_\_\_\_\_

Text Plan Requested: \_\_\_\_\_ Cost: \_\_\_\_\_

### INTERNATIONAL RATE PLANS & CHARGES

World Traveller Start Date (Voice): \_\_\_\_\_ End: \_\_\_\_\_

World Connect Start Date (Voice): \_\_\_\_\_ End: \_\_\_\_\_

International Data Start Date: \_\_\_\_\_ End: \_\_\_\_\_

UTD Discounts for AT&T and Verizon are applied at the end of monthly billing cycles

### OTHER CHANGES / ADDITIONAL INFORMATION

Cost Center: \_\_\_\_\_ Approval: \_\_\_\_\_

Questions? Contact Telecom Support at x2700  
[Email completed form to telecom@utdallas.edu](mailto:telecom@utdallas.edu)

### TECHNICIAN NOTES

Internal Use Only