

**DALLAS COUNTY TELECOMMUNICATIONS REQUIREMENT AND PROJECT FORM**

FAX COMPLETE FORM TO (214) 653-6464

DATE:	
REQUESTOR NAME & NUMBER:	
DEPARTMENT NAME & NUMBER:	
WORK REQUESTED ADDRESS, FLR & RM #	
ONSITE POINT OF CONTACT NAME & NUMBER:	

<b>PROVIDE INFORMATION BELOW FOR REQUIREMENTS (1 to 4 cable &amp; misc requests) &amp; PROJECTS (5 or more cable &amp; misc requests)</b>	
1. Request description	2. Reason/justification
3. Department head signature	4. Funding <b>(required on all projects)</b>
5. Floor drawing (your own or the attachment)	

**1. REQUEST:**

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For <b>projects</b> move in date or occupy by date:	
Check request:	_____ New _____ Change _____ Add _____ Delete
Number cable drops - blue data, white voice/phone:	_____ Data _____ Voice _____ Other
Number of phones & Instrument type:	_____ Multi-line _____ Single line _____ Handsfree _____ Display
Phone number:	

**2. REASON/JUSTIFICATION FOR REQUEST:**  
 (Explain why the need and include impact if not approved)

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**3. DEPARTMENT AUTHORIZED SIGNATURE**

NAME:	TITLE:
SIGNATURE:	PHONE NUMBER:

<b>4. FUNDING INFORMATION:</b>	GRANT _____ EXPIRATION: _____ FUND: _____
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**5. ATTACH DRAWING**

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**TELECOMMUNICATIONS USE**

<b>D-</b> _____	Vendor DUE DATE: _____ DC DUE DATE _____
<b>M-</b> _____	Vendor DUE DATE: _____ DC DUE DATE _____
<b>P-</b> _____	Vendor DUE DATE: _____ DC DUE DATE _____
DATE RECEIVED:	ASSIGNED TO TECH:
BRIEFED/APPROVED DATE:	SURVEY DUE DATE:
VENDOR:	

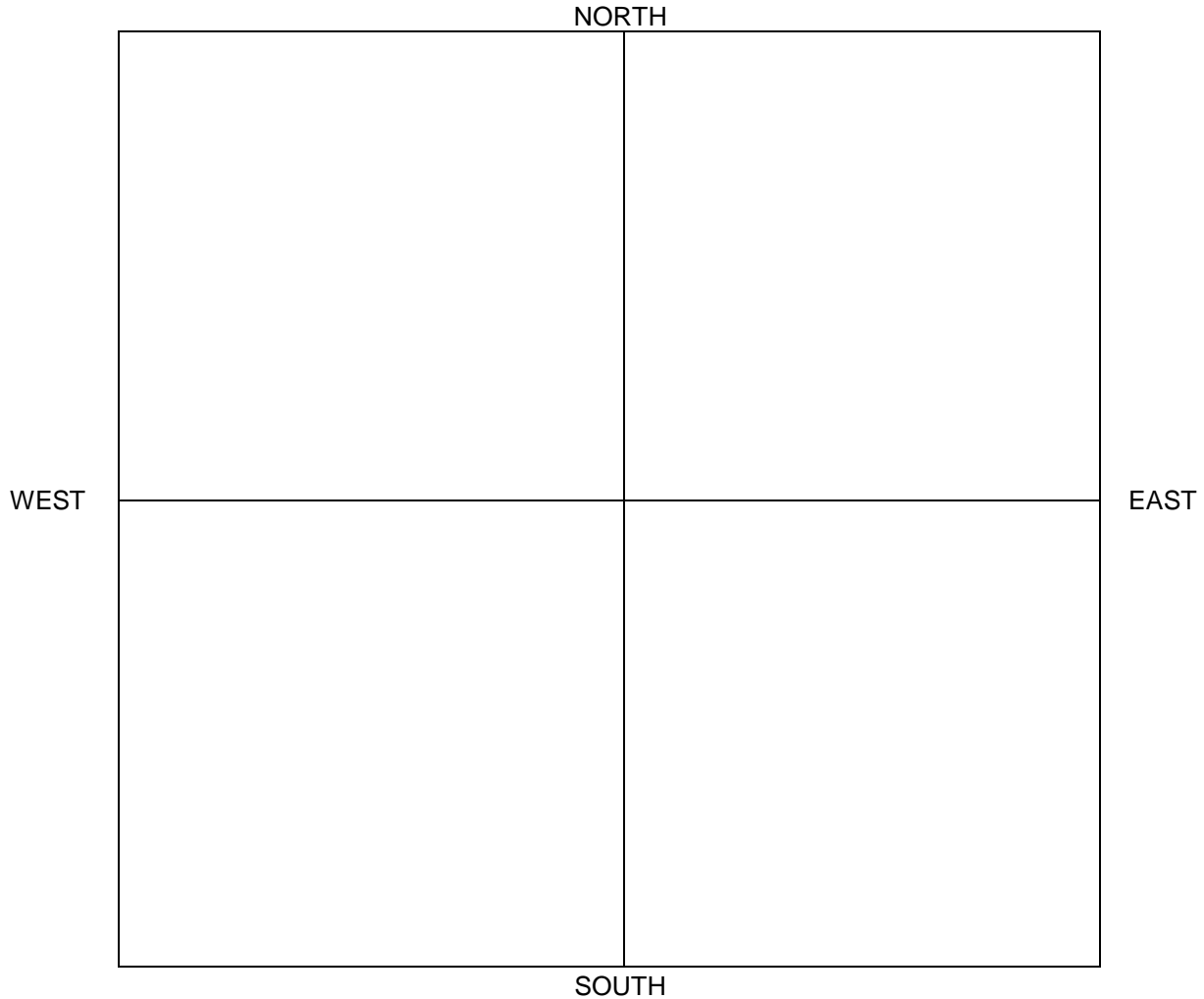
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**DIAGRAM FOR NETWORK/TELEPHONE CABLE DROP LOCATION**

Below is a generic diagram to use for floor drawings or you can choose to provide your own floor layout.

Based on the door entry location you will mark on the drawing below the location of the voice/telephone (white cable) with a **V** and/or a **D** for data/network (blue line) to indicate your desired location for the Network and/or Telephone cable connection/installation.

If you have any questions, please contact Telecom Desk @ 214-653-7100



Room number \_\_\_\_\_

Use a slash mark to indicate the doorway entry