

**Southern Illinois University Edwardsville
Telecommunications Contract For**

PERSONAL TELEPHONE LINE (PTL) RELOCATE

This completed form and \$20 fee (paid by check or money order) must be delivered in person to Information Technology Services (ITS) located in the basement of Lovejoy Library, room 0005.

Move Personal Telephone Line (PTL) # _____ as follows:

From Current Housing Residence: _____

To New Housing Residence: _____

If University Housing is requiring you to move through no fault of your own, attach the original correspondence that you received from Housing, notifying you that you have to move. This documentation may have the \$20 relocation fee waived.

PTL relocations are usually completed within five to seven working days from the date we receive the completed request and \$20 fee.

Name: _____
(PLEASE PRINT) (Last Name) (First Name) (Middle Initial)

Cell phone number (If you have one): _____
(area code) (number)

SIUE Email address: _____

Signature: _____ **Date:** _____

PAYMENT METHOD - (check one) - To Be Completed By ITS Staff	
Check	
Money Order	
RECEIVED BY: _____ (Please Print Your Full Name)	DATE RECEIVED: _____ (Please Enter the Date Payment Was Received)

For Telecommunications Interoffice Use ONLY:

PROCESSED BY _____ **DATE** _____