

UNIVERSITY BROADCAST VOICEMAIL AUTHORIZATION FORM

Revised 2/12/2010

DEPARTMENT: _____

DEPARTMENT CONTACT: _____

CONTACT NUMBER: _____

AUTHORIZER'S NAME: _____

AUTHORIZED SIGNATURE: ****** _____

DATE: _____

Please check the Public Distribution List(s) below to indicate message recipients:

ALL FACULTY/STAFF	All FACULTY/STAFF boxes
FACULTY/STAFF/ALUMNI	All FACULTY/STAFF boxes on Alumni Quad
FACULTY/STAFF/CESTM	All FACULTY/STAFF boxes on CESTM and Nanotech Buildings
FACULTY/STAFF/COLONIAL	All FACULTY/STAFF boxes on Colonial Quad
FACULTY/STAFF/DOWNTOWN	All FACULTY/STAFF boxes on Downtown Campus & 299 Washington Ave
FACULTY/STAFF/DUTCH	All FACULTY/STAFF boxes on Dutch Quad; includes Science Library and Ten Broeck Hall
FACULTY/STAFF/EAST CAMPUS	All FACULTY/STAFF boxes on East Campus
FACULTY/STAFF/EMPIRE COMMONS	All FACULTY/STAFF boxes on Empire Commons
FACULTY/STAFF/FREEDOM	All FACULTY/STAFF boxes on Freedom Quad
FACULTY/STAFF/INDIAN	All FACULTY/STAFF boxes on Indian Quad; includes Boor Sculpture Studio
FACULTY/STAFF/PODIUM	All FACULTY/STAFF boxes on the Podium and buildings on Perimeter Road; includes 1535 Western Ave and CTG-Wolf Rd. Does not include CESTM/Nanotech, UAB and MSC, Science Library, Ten Broeck Hall, Boor Sculpture Studio, University Hall
FACULTY/STAFF/2UP	All FACULTY/STAFF boxes in University Administration Building and Management Services Center
FACULTY/STAFF/STATE	All FACULTY/STAFF boxes on State Quad; includes Residential Life
FACULTY/STAFF/UPTOWN CAMPUS	All FACULTY/STAFF boxes on the Podium, all buildings on Perimeter Road, UAB, MSC, CESTM/Nanotech and Quads; includes 1535 Western Ave and CTG-Wolf Rd.
FACULTY/STAFF/HARRIMAN CAMPUS	All FACULTY/STAFF boxes on Harriman State Offices Campus
FACULTY/STAFF/PATROON CREEK	All FACULTY/STAFF boxes at Patroon Creek

1. Date this should be sent: _____
2. Preferred time this should be sent: _____

Exact text as it is approved by authorizer:

Fax this form to extension 73810.

Please call the Telecommunications Service Center at 73800 with any questions.

***Signature from an authorized signatory is mandatory. Requests will not be processed without this information.*