

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

TELECOMMUNICATIONS & NETWORK SERVICES

VANITY TELEPHONE NUMBER REQUEST FORM

You may request a “vanity number” for your campus department or organization (must have an active PeopleSoft chartfield string). Vanity telephone numbers **cannot** be issued to individual phone users. You may select a vanity number to replace the last four digits of your current telephone number or it can be a new number. Please fill out the information listed below and enter your request in the space provided. Submit completed form to the attention of the TNS department, fax number 77007. If the requested number is available there will be a \$25.00 programming fee to activate the number, plus \$25.00 programming for each additional phone you wish the number to appear on. Direct any questions to the TNS Helpline at x75133.

Department/Organization _____ **Date** _____

Requester Name _____ **E-mail** _____

PS Chartfield String _____ **Extension Number** _____

Authorized Signature _____
(must be approved by your school Dean’s office or department Head)

Enter Request Information Here

Replacing Current Telephone Number: YES _____ NO _____

Returning Current (old) Telephone Number to TNS: YES _____ NO _____

New Vanity Number Requested: _____

FOR TNS DEPARTMENT USE ONLY

Approved Request _____ **Effective Date** _____ **Return Old Number to Inventory** _____