

STATE STANDARD FORMS**8063**

(No. 9 Sept. 1995)

TELECOMMUNICATIONS SERVICE REQUEST, STD. 20**8063.1**

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The Std. 20 Telecommunications Service Request is a form utilized by all state agencies to order new telephone service or to modify existing service (COM-207 is used for radio and microwave project requests). The Std. 20 is prepared by the unit TCO or ATR and submitted to the region TCO (or ATR) for coordination, numbering and rerouting to the proper service provider. For additional information, refer to Section 8043 [{see section}](#). Specific block instructions are as follows:

Address Information: Standard address or location information is provided in these blocks. If an address is not available, provide a description sufficient to enable telephone company personnel to travel to the location involved.

Address Information: It is especially important to provide complete information in the "person to contact for access" section, since the service provider will call this person to obtain specific project information or to schedule the requested work.

Account No./Code: This information can be obtained from Std. 20 files, telephone utility invoices, unit accounting section, or by contacting the appropriate telecom customer service representative.

Description of Present: A brief description is required: "key system," "single Service: line" etc.

Description of Requested: A complete detailed description is required. Indicate Service: the source of all new equipment: "state owned," "to be purchased," etc. Provide names of personnel or functions receiving new service. Attach lists or continue description on an attachment if necessary.

Total Cost of Requested: Cost detail for each project is required. "Recurring" Service: costs are the monthly service charges for business line rental or CALNET access charges. "Nonrecurring" costs are installation costs including hourly labor charges and costs for materials (wire, connectors, etc.). Service representatives for each telephone utility can provide these cost estimates.

Method of Acquisition: All telephone equipment is now purchased. Attach Purchase Estimate (GSOP-1) or Subpurchase Order (AO-40).

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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