INVOICE ACCESS REQUEST FORM

Departments wishing to access telecommunications invoices via cola.cns.vt.edu should complete and email a signed copy of this form to nisbilling@vt.edu or fax to 540.231.4114. Questions? Email nisbilling@vt.edu or call NI&S Accounts Receivable at 540.231.6460.

Date: ______________________________

Department Name: ______________________________

Contact Person: ______________________________

Email: ______________________________ Telephone: ______________________________

Only list the level to which you are requesting access.
(Whether it is entire Organization #, certain Fund # or CAN)

<table>
<thead>
<tr>
<th>PIDs NEEDING ACCESS</th>
<th>ORG #</th>
<th>FUND #</th>
<th>CAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>example for fund level access</td>
<td></td>
<td>123456</td>
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<tr>
<td>janeshmith</td>
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</tbody>
</table>

Comments:

Authorized Signature: ______________________________

Print Name: ______________________________ Date: ______________________________