



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)

PIDs NEEDING ACCESS	ORG #	FUND #	CAN
<i>example for fund level access</i> janesmith		123456	

Comments:

Authorized Signature: _____

Print Name: _____ Date: _____