

## WEB ACCESS REQUEST FORM

Departments who wish to access their telecommunications invoices via the web should **complete and return this form to NI&S at mail code 0506**. Please forward all questions to [cnsar@vt.edu](mailto:cnsar@vt.edu) or call NI&S Accounts Receivable at 540.231.6460. *Form may be faxed to 540.231.4114, but original signed form must be returned to NI&S.*

Date: \_\_\_\_\_

Department Name: \_\_\_\_\_

Organization Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**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

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_