Southern Illinois University Edwardsville
Telecommunications Contract For

PERSONAL TELEPHONE LINE (PTL) RELOCATE

This completed form and $20 fee (paid by check or money order) must be delivered in person to Information Technology Services (ITS) located in the basement of Lovejoy Library, room 0005.

Move Personal Telephone Line (PTL) #________________________ as follows:

From Current Housing Residence:______________________________________

To New Housing Residence:___________________________________________

If University Housing is requiring you to move through no fault of your own, attach the original correspondence that you received from Housing, notifying you that you have to move. This documentation may have the $20 relocation fee waived.

PTL relocations are usually completed within five to seven working days from the date we receive the completed request and $20 fee.

Name: ___________________________________________________
(PLEASE PRINT) (Last Name)                          (First Name)                             (Middle Initial)

Cell phone number (If you have one):___________________________
(area code)                  (number)

SIUE Email address:_________________________________________

Signature:__________________________Date:__________________

PAYMENT METHOD - (check one) - To Be Completed By ITS Staff

<table>
<thead>
<tr>
<th>Check</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Money Order</td>
<td></td>
</tr>
</tbody>
</table>

RECEIVED
BY: ____________________________________________
(Please Print Your Full Name)

DATE RECEIVED:_____________________________________
(Please Enter the Date Payment Was Received)

For Telecommunications Interoffice Use ONLY:

PROCESSED BY_________________________ DATE _____________