

McNeese State University
Office of Vice President for Business Affairs

Request for Authorization to Place an International Fax/Phone Call

Select one: CALL FAX

PLEASE PRINT LEGIBLY:

Date of Request

Telephone # Calling From

Cost Center

Person Placing Call / Fax

Department

Signature of Person Placing Call / Fax _____

To Whom Calling / Faxing

Country

Telephone Number

Fax Number

Purpose of Call / Fax

Complete and Fax this form to Business Affairs, Extension 5955

(FOR OFFICE USE ONLY)

_____ Called Switchboard to authorize call / fax

_____ Contacted department regarding authorization

_____ Logged for end of month report to Accounting (cc: Judy Fruge')

_____ Initials of person Logging and Reporting