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	authori	ze call / fax
	Contac	cted department	t regardi	ng authorization
	Logge	d for end of mo	nth repo	rt to Accounting (cc: Judy Fruge')
	Initials	of person Logo	ging and	Reporting