UTS ACCOUNT NUMBER CHANGE REQUEST FORM

Date: ___/____/_____    Effective Date of Change: ____/____/____

Department Name: _____________________________________________________

Contact Name: _____________________ Contact Phone Number: _______________
Contact Email: _____________________

Requests involving multiple account number changes may be included in an attachment following the same format. Any requests received that are not in this format will be returned to the department.

1) Network Services Rate (Object Code 52030/RQxx877)
   Service Number(s): ___________________________ New Dept/Fund Number: ________________

2) Telephone Recurring Charges (Object Code 52035/RQxx877)
   Telephone Number(s): ___________________________ New Dept/Fund Number: ________________

3) Long Distance Charges (Object Code 52031/RQxx877)
   Telephone Number(s): ___________________________ New Dept/Fund Number: ________________

4) Voice Mail Recurring Charges (Object Code 52033/RQXX877)
   Telephone Number(s): ___________________________ New Dept/Fund Number: ________________

5) Digital Signage/Gamecock Cable (Object Code 52039/RQxx877)
   DSIGN-GCTV Number(s): ___________________________ New Dept/Fund Number: ________________

6) External Telephone Lines (Object Code 52032/RQxx961 or RQxx877)
   Telephone Number(s): ___________________________ New Dept/Fund Number: ________________

7) IMS Account for UTS Accounts (Object Codes may vary/RQxx996)
   UTS Acct Number: ___________________________ New Dept/Fund Number: ________________

8) AES/MS Projects Service Charges (Object Code 52070/RQxx956)
   Project Number: ___________________________ New Dept/Fund Number: ________________

9) Global Account Change for All Services*
   From Old Dept/Fund: ___________________________ To New Dept/Fund: ___________________________
   *Transfer all billed services from one department/fund to another department/fund.*

Need Approval for any account change requested above.

Department (Responsibility) Head Printed Name _______________________________
Department (Responsibility) Head Signature:__________________________________
Title: ______________________________________

Any special instructions should be included with in the Service Now incident.

Please submit this form by mail or email to the following: UTS Help Desk, 1244 Blossom Street, Columbia, SC 29208
Voice: (803)777-1800 Email: servicedesk@sc.edu

All forms MUST be received prior to the 15th of each month to ensure the changes are made before the next billing cycle. It is the responsibility of the requesting department to verify that these changes have been made.

**Please see attachment for explanation of the different types of services. **
1) **Network Services Rate:** The Network Service Rate (NSR) covers the department’s telephone, voicemail, conference calls, directory assistance, data, and long distance charges.

2) **Telephone Recurring Charges:** These lines have monthly recurring charges and an object code of 52035. Any USC dial tone services with a USC prefix. These telephone services include the following prefixes: (xxx-222-xxxx, xxx-544-xxxx, xxx-576-xxxx, and xxx-777-xxxx).

3) **Long Distance:** Any 9 + 1-xxx-xxx-xxxx or international calls. For example: intrastate (within the state), interstate (involving different states), and international (involving different nations)

4) **Voice Mail Recurring Charges:** These lines have monthly recurring charges and an object code of 52033. The voicemail services will have the following prefixes: (7-xxxx or 6-xxxx).

5) **Digital Signage/Gamecock Cable services:** The services are for the departments Digital Signage and Gamecock Cable TV

6) **External Telephone Lines:** Any external telephone service not associated with USC dial tone service that is billed to USC from a third party vendor. (Example: Data, ISDN, OPX)

7) **IMS (Integrated Mainframe System) Account for UTS Accounts:** These accounts may have SLA services, scanning services, hosting fees, etc.

8) **AES/MS Service Project Charges:** These accounts may have charges associated with AV Engineering Services and Media Service Projects

9) **Global Account Change for All Services:** Transfer all billed services from one department/fund to another department/fund). In addition, if the IMS (Integrated Mainframe System) account needs to be changed as well, please include the current IMS account number.