



### Teleconference Bridge Service Request Form

Please type or print clearly (illegible forms will not be processed)

- Complete the form below and have your department head, principal, or manager sign below.
- RETURN the form to MIS-Telecommunications, Woodland Data Center, 4966 Woodland Avenue, Cleveland, OH 44104 or fax to: (216) 426-7069, ATTENTION: April Daniels.

COMPLETE THIS SECTION (Note: All fields must be filled in below.)

1. Name \_\_\_\_\_
2. Date submitted: \_\_\_/\_\_\_/2007
3. Office / Department \_\_\_\_\_
4. Location/Site \_\_\_\_\_
5. Phone Number \_\_\_\_\_
6. Fund / Budget Number \_\_\_\_\_
7. Authorizing signature \_\_\_\_\_
8. Who receives the chargeback notice?  
Name (print) \_\_\_\_\_

Teleconference Bridge Service cost is  
\$0.07 per minute per user.

*Example:*  
30 users concurrently for a  
60 minute conference call =  
30 x \$0.07 = \$2.10/min x 60 min = \$126.00.  
User on whose card the conference is  
bridged  
will be billed 14% of \$126.00 or \$17.64.

Service has  
unlimited number of concurrent users for any  
given teleconference.  
See User Guide for further instructions.

By requesting a teleconferencing card, you are agreeing to the terms stated below.

#### Teleconference Bridge Service Policy

When a CMSD employee receives a Teleconference Bridge Service Card, he/she is solely responsible for charges incurred for teleconference bridging services. The bridge number and pass code are privileged information. Based on each previous month's usage, a deduction will be made from the above-provided funding number for the services utilized (please see box for pricing/cost). If the card is lost or stolen, or becomes compromised, please report this immediately via a ticket at the Helpdesk (*There is no charge to replace the card; however, new information will be issued, and the previous information will be unauthorized for use.*). The user to whom the bridge number and pass code are assigned is responsible for all charges until the time that the ticket is placed to change the codes. If an individual leaves the District for any reason and does not return the card, the card's bridging information will be deleted.

- **I have read and understand the Teleconference Bridge Service Policy.**

\_\_\_\_\_

User's signature Date

OFFICE USE ONLY:  
Date received: \_\_\_/\_\_\_/2007 Processed by: \_\_\_\_\_ (print name/initial)