



Telecommunications Office 507-646-3041
Fax 507-646-3549

DEPARTMENTAL TELEPHONE BILL TRANSFER FORM

After you have reviewed your monthly departmental telephone bill, please fill out this form ONLY if you have a transfer to make from one department account to another. Please return the form to the Telecommunications Office via campus mail. Thank you!

Credit #1: \$:

(department name and account number)

Debit #1: \$:

(department name and account number)

Credit #2: \$:

(department name and account number)

Debit #2: \$:

(department name and account number)

Authorized signature

Office Use Only

Transfer completed by:

Date: