



I hereby apply for a Boise State University Corporate Calling Card.

OIT Business Services
Telephone: 426-1433
Mail Stop: 1412

Date:

Name:

Department:

(Card will be sent to this Department and Mail Stop.)

Mail Stop:

OIT Business Services is authorized to charge all calls made on this calling card to:

Department ID:

Grant or Project Code (if required):

I understand that each calling card is issued on an individual basis, and that a card and/or PIN security code is not to be shared by more than one person or by a department.

I understand that the PIN is to be kept separately from the card and not written on the card.

I agree to notify the OIT Business Services (426-1433, e-mail OIT_Business@boisestate.edu) immediately if the card is lost, stolen, or otherwise compromised.

If funding for the above Department ID is from an external source (i.e. grant or contract), I agree to return the calling card to the OIT Business Services, MS-1412, upon expiration of the funding. If an updated Department ID or Project/Grant Code is required, I will notify OIT Business Services by completing a Department ID or Grant Change form located on the OIT Business Services web site at <http://oit.boisestate.edu/busservices.htm>. or, e-mail OIT_Business@boisestate.edu.

If I cease to be an employee of Boise State University, my card will be terminated immediately. Cards are not transferable.

APPLICANT – Signature

DEPARTMENT CHAIR – Signature

Please return the **original** completed form to: OIT Business Services, Mail Stop: 1412

For OIT Business Services Use Only:		
Date Issued: _____	Card Number: _____	PIN: _____
Date Cancelled: _____	Other: _____	