Policy

All NJCU telephones are restricted to on-campus and local calling. Long-distance calls can be made on any of these telephone by using an authorization code. All copiers are restricted and can only be used by those with a valid authorization code.

Requesting An Authorization Code

To request a Telephone Long Distance/Copier authorization code, submit this form, filled-in, signed and dated to ITS at the mailing address or via fax number noted above. It can be filled out electronically, using Acrobat Reader, before printing for signature. The confidential authorization code will be sent to the requestor at the Email or interoffice address provided.

Type of code (if both, please check both):   **Telephone ☐**   **Copier ☐**

Applicant Information
(Please type or print)

Applicant name: _____   Email Address: _____

Department: _____

Building: _____   Room: _____

Phone Ext: _____   Budget Account Number: _____

Authorization

_____
Dean / Chairperson / Vice President / Director (please type or print)   Date

_____
Dean / Chairperson / Vice President / Director (*signature*)   Date

If you have questions, please contact the I.T.S. Helpdesk at extension. 4357 or mailto:helpdesk@njcu.edu .