

University of California - ITS -
Core Technologies Engineering and Construction Management
Communications Facilities Project Request

INSTRUCTIONS: Use this form to request labor, materials, and services from Core Technologies ECM Group. Call ext. 9-4255 or email CoreTechServices@ucsc.edu if you have questions about completing the form. Click the "Submit to Core Technologies" button above to email the form, or print the form and fax to ext. 2-7227. **For new jack installation, please attach a floor plan of the area showing proposed jack locations.**

Date: Building Name: Room No.

Originator: Phone: Fax: Email:

Contact Person: Phone: Fax: Email:

Account Name: Fund: Org: Activity:

DESCRIPTION OF WORK: (provide summary of scope of work; please attach supplementary materials as available.)

INDICATE DESIRED SERVICE:

- Install one (1) new jack (\$618.00)
- Install two (2) or more new jacks. (\$1,236.00 min.)
- Proceed with above work Amount authorized \$
- Provide Estimate only Amount authorized \$
- Enclosures

\$618.00 is the **minimum** funding for a Request for Estimate; however, only **actual costs** will be billed to the account. Originator will be notified when Estimate will require funding significantly in excess of the authorized amount. New jack installations are charged a flat rate \$618.00 per jack for the first two jacks. If you are requesting 1 or 2 new jacks, please pre-approve the appropriate amount by checking the appropriate box at left. If you are requesting more than two new jacks, please check the box for 2 or more jacks. \$1,236.00 will be the minimum charge, and you will be provided an estimate if the cost will exceed this amount.

JACK ACTIVATIONS: New jacks are not automatically activated. To activate all or some of the jacks for ethernet service, authorize the charges for activation below. The installation technician will work with you to determine which jacks to activate. To activate telephone service on a new jack, please use the a telephone installation form.

- Activate new data jacks at \$138 each. Number of jacks to activate:
- Do not activate jacks at this time, OR I will use IT Request to install telephone service

Note: Telephone activations must be requested through IT Request.

Authorized Signature : _____ Date: _____
(leave blank if submitting by email)