



# Request for BART PBX Phone Move, Add, Change or Disconnect

- Please fill out the form completely
- Get the appropriate signature
- Email the completed form to [phones@bart.gov](mailto:phones@bart.gov)
- For questions call Telecommunications at 6044

Allow up to 30 days for requests to be completed. Date: \_\_\_\_\_

**MOVE:** Use this section to Move an EXISTING/IN-SERVICE Phone.

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_ Date Planned: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ (Bldg., Floor, Room or Cubicle No.)  
 \*\*\*\*NOTE\*\*\*\* Moving from one building to another may result in a new phone number being assigned.

**ADD:** Use this section to have a new phone installed or reassign an EXISTING/IN-SERVICE Phone.

BART Employee  Contractor/Consultant  Temp  Other

Name: \_\_\_\_\_ Employee ID# \_\_\_\_\_  
 Department Name: \_\_\_\_\_ 7 Digit Cost Center #: \_\_\_\_\_  
 Location: \_\_\_\_\_ Phone No: \_\_\_\_\_  
(Bldg., Floor, Room or Cubicle No.) (Existing # if known)

**CHANGE:** Use this section to Change features i.e. Voicemail, Call Transfer, Call Forward, Caller ID...

Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 (List the features you would like to Change on an IN-SERVICE/EXISTING Phone)

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**DISCONNECT:** Use this section to disconnect a phone and/or voicemail.

Name: \_\_\_\_\_ Phone/Vmail No: \_\_\_\_\_ Location: \_\_\_\_\_

**MANAGER APPROVAL:**

Requestor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Programming Questions, Access Issues...

Approving Manager's Name: \_\_\_\_\_

Approving Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Details: \_\_\_\_\_

\*\*\*\*Telecommunications Department Use\*\*\*\*

TYPE: \_\_\_\_\_ DN: \_\_\_\_\_ TN: \_\_\_\_\_ NCOS: \_\_\_\_\_ RNPG: \_\_\_\_\_  
 DIG: \_\_\_\_\_ SCL: \_\_\_\_\_ HUNT: \_\_\_\_\_ FDN: \_\_\_\_\_ VM: \_\_\_\_\_ RV: \_\_\_\_\_

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Phone \_\_\_\_\_ VM \_\_\_\_\_ Directory \_\_\_\_\_ Floor Plan \_\_\_\_\_ 911 \_\_\_\_\_ Admin \_\_\_\_\_