

**RADFORD UNIVERSITY  
MCI VNET CALLING CARD  
REQUEST FORM**

Calling Cards are to be used for official university business only. Incomplete forms will be returned and the processing of your request will be delayed. Vice President **and** Dean/Director approval is required for MCI VNET Calling Cards. Lost or Stolen cards should be reported immediately.

**New Calling Card Request**

**Department Information:**

Dept. Name \_\_\_\_\_

Budget Code \_\_\_\_\_

**Card Assignment:**

Name \_\_\_\_\_

Campus Phone Number \_\_\_\_\_

Post Office Box Number \_\_\_\_\_

Email Address \_\_\_\_\_@radford.edu

**Required Signatures:**

Requested by \_\_\_\_\_

Dean/Director \_\_\_\_\_ (Required)

Vice President \_\_\_\_\_ (Required)

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**Card Cancellation:**

Name/s \_\_\_\_\_

Requested by \_\_\_\_\_

**Please Note: Signatures are not required for cancellations**

TELECOMMUNICATIONS & BILL SERVICES  
BOX 6887  
PHONE: 831-6600 or 831-5002  
FAX: 831-6120