



Telephone Service Request (TSR) Policy

Please note that faculty members, lecturers, post-docs, and staff members may request telephone service.

1. Telephone Service Request can be placed by directly emailing the Auxiliary Services Coordinator or through the psychology website: www.psych.ucla.edu.
2. The department pays for one individual line with voicemail and a single telephone for each faculty member. Additional lines, speaker phones, etc. will be charged to a recharge.
3. Phones may be purchased separately for single lines or through ITS.
4. The monthly charge per line is \$18.55 and voicemail is approximately \$6 per month.
5. TSR's should be submitted as early as possible, because CTS is usually inundated with requests and it may take up to two weeks for requests to be completed.