

Louisiana Office of Telecommunications Management Audio and Web Conferencing Service Account Setup Form (OTM-52)

Contract Vendor Name

Check one for each P.O.

AT&T

Genesys

(Rep Code IDCPS)

Service Information

Department _____ Office/Unit _____

Order Contact _____ Telephone Number _____

Approved By (TC) _____ Date TC Approved _____

1. Maximum number of simultaneous audio conferences (anticipated) _____

(This will be the number of conference IDs established for this request.)

2. List name, telephone number, and email address for each person authorized to use this account:

Name

Telephone Number

Email Address

<u>Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Billing Information

Agency Accounting Unit Number _____

Agency Billing Address _____

Billing Contact _____

Telephone Number _____

FAX Number _____

State of Louisiana Purchase Order Number (to accompany this request) _____

Comments or Special Instructions to Vendor _____

Fax the signed form to AT&T at 225-930-7777 or Genesys at 706-634-4138.