

University of Colorado Denver | Anschutz Medical Campus

Personal Billing Number Request and Correction Form

OIT Finance UCD-OIT.PBNrequests@ucdenver.edu

NOTE: Departments are liable for ALL charges made to Personal Billing Numbers until the number is deleted from the system.

- No faxed, mailed or scanned will be accepted
- Requires digital signature approval from the individual responsible for paying your telephone bill.
- All fields of the form must be complete; incomplete forms will be returned.
- For questions, please contact the OIT Help Desk at (303) 724-4357

The completed PBN form with new number will be returned via email to the PeopleSoft Responsible Person.

Please check the appropriate action to be taken:

Create PBN (Personal Billing Number)

For users in the IT Services phone switch (303-315-xxxx or 303-724-xxxx extensions.)
Complete all blanks in the "PBN Info" column, excluding "PBN"

Create AHEC LD Access Code

For users on the AHEC switch (303-556-xxxx or 303-352-xxxx extensions)

Delete PBN (Personal Billing Number) or AHEC LD Access Code

Complete all blanks in the "PBN Info" column

Change information other than PBN or LD Access Code

Complete all blanks in the "PBN Info" column and only those blanks in the "Change Info" column that need updated/changed

	<u>PBN Info</u>	<u>Change Info</u>
<u>PBN User:</u> Assigned to individuals (First Name, Middle Initial, Last Name)	_____	_____
<u>Main Telephone ext:</u> (One number only)	_____	_____
<u>Speedtype/UCH Lawson Code:</u> (8-digit CU Denver or 4-digit UCH account number to which calls will be charged)	_____	_____
<u>PeopleSoft Responsible Person:</u> (First Name, Middle Initial, Last Name) (Person responsible for acct used for paying)	_____	_____
<u>Signature/Telephone ext/Box:</u> (PeopleSoft Responsible Person)	_____	Telephone Ext. _____
<u>Personal Billing Number:</u> (To be assigned by OIT)	_____	

*****OFFICE OF INFORMATION TECHNOLOGY USE ONLY*****

	<u>DATE COMPLETED</u>	<u>COMPLETED BY</u>	<u>WORK ORDER #</u>
Pinnacle Entry	_____	_____	_____