**I-SHOU UNIVERSITY**

**Application Form for Rights to Special Calls**

Date: (M) (D) (Y)

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| **Unit / Dept.** | **Name** | **Staff / Faculty ID No.** | **Ext.** | **Special Calls** |
|  |  |  |  | * Outside line (including mobile phones)
* International calls
* Others
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|  |  |  |  |
| Purpose: |
| Opening time:  |
| 1. Special calls can only be used by the applicant for official purposes. The applicant is not allowed to use the phone for personal affairs or let others use the phone, except for an emergency.
2. A telephone bill will be printed out at the beginning of every month. The head of the unit may suggest suspending or canceling the right to use special calls in case of any irregularities in the amount of the telephone bill.
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| Applying Unit | Office of General Affairs | First-level Administrative Head |
| Applicant | Section Chief | Head of the Unit | Staffer-in-charge | Section Chief of General Affairs Section | Dean | Vice President  |
|  |  |  |  |  |  |  |