

I-SHOU UNIVERSITY

Application Form for Rights to Special Calls

Date: (M) (D) (Y)

| Unit / Dept. | Name | Staff / Faculty ID No. | Ext. | Special Calls |
|-----------------|------|---------------------------|------|---|
| | | | | <input type="checkbox"/> Outside line (including mobile phones) |
| | | | | <input type="checkbox"/> International calls |
| | | | | <input type="checkbox"/> Others |

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.

| 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 |
| | | | | | | |