

**State of Louisiana Office of Telecommunications Management
Telecommunications Coordinator (TC) Appointment/Update Form (OTM-11)**

New Telecommunications Coordinator Appointment Request (Check all appropriate items)

- Include access to the OTM bill on-line (web billing)
- I am interested in Telecommunications Coordinator Orientation

Telecommunications Coordinator Information Update (Check all appropriate items)

- The information below should be corrected for the current TC
- The TC listed below should be deleted
- The TC listed below should be deleted from web billing

Mr. Ms. Dr. Other _____ (specify)

Name _____

**LEO Personnel ID or Last Four
Digits of Social Security Number** _____

Title _____

Department _____

Office _____

Section _____

Address _____

City _____ **State** Louisiana **Zip** _____

Telephone _____ **Fax** _____ **Email** _____

Authority _____
(agency wide, statewide, etc.)

Responsible for **Voice** **Data** **Voice and Data**

List all OTM cost center numbers under new TC's authority (separate sheet attached)

This TC is authorized on behalf of the cost centers listed here to make changes and additions for telecommunications equipment and services and to obligate related funds.

Signature of Appointing Authority _____

Printed Name of Appointing Authority _____

Title of Appointing Authority _____

Signature of Newly Appointed TC _____

Date _____

RETURN TO: OTM Information and Training Section
 PO Box 94280
 Baton Rouge, LA 70804-9280
 Fax 225-342-7810