

**Louisiana Office of Technology Services Network Services
Communications Service Request (NS/S-1)**

Due Date _____

OTS-NS Order Control No. _____

TC Approved _____

Page _____ of _____

OTS-NS Cost Center Number _____	Date _____
Dept. _____	Prepared By _____
Office _____	Contact _____
Section _____	Phone No. _____
Unit _____	2nd Contact _____
Location _____	Phone No. _____
Main Acct. No. _____	

Describe in detail the services being requested.

In accordance with the Governor's Small Purchase Procedures Executive Order, in no case shall OTS pay for work costing over \$2,500 per service order. If the value of the work approaches \$2,500, the vendor who is assigned this order must stop work immediately and call 225-342-8682 or 225-342-2512.