



ILLINOIS

George H. Ryan, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael S. Schwartz, Director

MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *F.C.*
Bureau of Communication and Computer Service

DATE: September 5, 2000

SUBJECT: Faxing Cellular TSRs

Effective immediately, CMS will no longer accept faxed Telephone Service Request (TSR) orders for cellular/digital wireless voice orders. All orders for wireless voice service must be completed and submitted on the standard TSR form (triplicate copies).

This process is the same currently used for all other voice services orders, thus standardizing our ordering procedures.

If you have any questions about this change in policy, please call Tracie Cook at (217) 557-3304 or Lindsay Harris at (217) 557-1652.

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