

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

Due Date \_\_\_\_\_

OTS-NS Order Control No. \_\_\_\_\_

TC Approved \_\_\_\_\_

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

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**Describe in detail the services being requested.**

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In accordance with the Governor's Small Purchase Procedures Executive Order, in no case shall OTS-NS 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..