

UWA STAFF TELEPHONE DIRECTORY AMENDMENT FORM

AMENDMENT TO DEPARTMENTAL SECTION

Date

NAME OF DEPARTMENT	ENW'R ADRAN

Ext	Email	Surname	Initials	Title	Position	Safle	Add	Amend	Delete

AMENDMENTS TO ALPHABETICAL SECTION

Ext	Email	Surname	Initials	Title	Department	Adran	Add	Amend	Delete

Approved by Head of Dept

Switchboard	
Directory	
DP Data	
Call Logger	

This form will be used to amend both the online and printed telephone directories. Email addresses as issued to users by Information Services should be provided for publication in the directory. Please ensure that all applicable details are given in full. Failure to provide all required information may result in delay to the updating process.

PLEASE SEND THE COMPLETED FORM TO: TELEPHONE OPERATORS, SWITCHBOARD, PENGLAIS.