

MEMORANDUM

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **TELEPHONE CONVERSION**

On Monday, June 16, 2003, Information Technology Services' Telecommunications Department will replace the telephone and voicemail system at the facility located at 7001 S.W. 4 ST. As a result, all offices at the facility will receive new telephone numbers as follows:

Stores and Mail Distribution	(786) 275-0600
Food & Nutrition	(786) 275-0400
Video Film and Library	(786) 275-0800
Transportation	(786) 275-0700
Vehicle Maintenance (Garage)	(786) 275-0750
Materials Testing and Evaluation	(786) 275-0775

Telephone service will be available throughout the conversion with only minor interruptions to individual stations. We regret any inconvenience this may cause. For further information, you may contact Support Services at 305-995-3705 (0).