

Revision Responsibility: Associate Vice President for Business Services

Responsible Executive Officer: Vice President for Financial and Administrative Services

Source/Reference:

PURPOSE

To define appropriate use of college long distance telephone service.

POLICY

- I. Long distance telephone calls charged to College numbers should be made only for College-related business.
- II. Personal long distance calls may be made using College telephones only by charging calls to personal credit cards or otherwise charging calls to home telephone numbers.

PROCEDURES

I. Long Distance Telephone Charges

Long distance telephone calls will be charged to budgets in the areas in which employees making the calls work.

II. Monitoring of Long Distance Telephone Usage

- A. The office of business services will monitor long distance telephone usage by reviewing telephone bills and exception reports that identify high numbers of calls made from specific locations, calls of long duration, high numbers of calls made to individual telephone numbers, calls made at unusual times and calls that appear to be otherwise unusual.
- B. The office of business services will follow up on unusual or questionable calls or usage as they deem necessary by contacting individuals and/or supervisors to further determine reasons for such usage.

III. Long Distance Calling Cards

Employees with legitimate business reasons for making long distance calls on behalf of the College while away from campus may obtain long distance calling cards from office of business services upon approval of the president or the vice president of the area in which they work.