



Revision Responsibility: Associate Vice President for Business Services
Responsible Executive Officer: Vice President for Finance and Administration

Source/Reference: None

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 by charging calls to home telephone numbers, or may require reimbursement by the employee to the College.

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 for reasonableness.
 - 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.

*April 1, 1975; Revised: January 1989; May 10, 2001(policy revision and new policy format);
January 4, 2012 (new policy format and updated titles); Updated format/minor revisions July
2020*