

Telephone Use

University issued long distance authorization codes and calling cards should not be used to place personal calls or faxes which result in charges to the University, even though reimbursement is planned, except in extraordinary circumstances. Personal calls are defined as calls that are strictly personal in nature and are not necessary in the performance of official duties for the University. It may be necessary for employees to accept collect calls, utilize long distance authorization codes, calling cards, or other services, in emergencies or other unforeseen and extraordinary situations. Such instances should be limited in occurrence, with reimbursement made promptly to the University and credited to the specific cost center to which the original expense was charged.

See Cellular Phone Use Policy 306.1 for information on cellular phone use.

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