

## **TELEPHONE FOR UNIVERSITY BUSINESS**

**PURPOSE:** To prevent the misuse of University telephone expenses.

**POLICY:** University telephones are to be used for University business only.

**DATE APPROVED:** July 7, 1999

**DATE REVIEWED:** September 1, 2007

### **PRACTICES & PROCEDURES:**

- I. On occasion, employees may be permitted by their supervisors to make local personal calls.
  - A. Supervisors are responsible for ensuring appropriate use of departmental telephones, and for monitoring employee usage.
  
- II. When an emergency necessitates employees making long distance personal calls, they shall charge the calls to their home phone or personal credit card, or reimburse the University for that Expense.
  - A. Supervisors are responsible for seeing that employees make records of such calls, and for ensuring reimbursement to the University.
  
- III. Departmental budgets are charged for all calls made on telephones within their areas. Therefore supervisors should carefully review their monthly invoices to ensure appropriate use of the phone at all times.