

PRAIRIE VIEW A&M UNIVERSITY

Administrative Procedures Manual

25.99.08.P0.01 Telephone Use

Issued: May 15, 1998

Updated: March 22, 2002

Supersedes: APM 40.08

1. Personal Telephone Calls - Long Distance Charges
 - 1.1 Except for calls charged to personal calling cards, long distance calls on University telephones for personal use is prohibited, since they constitute a theft of services as defined by Section 31.04 of the Penal Code. Individuals found doing so will be required to reimburse the University. Failure to cease making long distance calls at University expense could result in disciplinary action, to include termination for faculty or staff and suspension for students.
 - 1.2 Budget Heads should review their monthly telephone billings for possible personal long distance calls. The Telephone Office will perform spot checks of telephone bills and assist department heads in identifying possible personal calls. Upon verification of such, the budget head should counsel employee and submit a request to the Treasury Services Office to bill the employee or student. The request should be signed by the employee or student, thereby acknowledging the fact that they owe the University for the personal calls.
2. Cellular Telephone Services
 - 2.1 All requests for cellular service will be prepared on the Request for Telephone Services form (*Attachment 1*) and must be approved by the respective vice president. Said request will include an explanation as to why the standard telephone service will not meet the needs of the user.
 - 2.2 The Telephone Office will provide cellular service and equipment on a rental basis at an approximate base cost of \$9.50 per month. The base charge does not include the costs for air time. The user will be required to sign a Custody Card (*Attachment 2*) and to accept financial responsibility for the cellular equipment while in their custody.
 - 2.3 Cellular telephones may be used for University business only.
3. Long Distance Telephone Cards
 - 3.1 Corporate calling cards are for use by authorized employees whose official duties may require them to make long distance calls when away from the University and when the Texan network is not available.
 - 3.2 Corporate calling cards will normally be issued only to persons in major supervisory positions. These include the President, vice presidents, deans, directors and department heads. Employees may apply for a card by completing the Request for Telephone Services (*Attachment 1*) and submitting it for approval through channels to the appropriate Vice President and then to the Telephone Office.
 - 3.3 Use of corporate calling cards is restricted to the conduct of official university business. Telephone billings will reflect the date, time, length and telephone number called, as well as the originating number.
 - 3.4 Each corporate calling card remains the property of the University and upon issuance must remain in the sole possession of the person to whom it was issued until authority for its use is rescinded or its return is requested. Lost or stolen cards should be immediately reported to the Telephone

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Office.

- 3.5 Authority to cancel or deny issuance of a corporate calling card for appropriate cause rests with the Vice President for Finance & Administration. Notice of such denial or cancellation decision will be communicated to the requestor's or user's vice president. Appeals of such decisions must be made through administrative channels to the president.

Contact: Director of Telecommunication Services