

SAN JUAN COLLEGE BUSINESS SERVICES PROCEDURES

TOPIC: TELEPHONE/FAX/DATA MODEM USAGE Related to Board Policy: 801

General

Telephone charges for calls and other services are collected and tabulated by the long distance carrier by access code. Access codes are assigned by the telephone coordinator in the Office of the Vice President for Business Affairs. Monthly (effective July 1, 1995) a print-out of charges is prepared for each access code.

Telephone Charges

Only long distance calls and other charges for official College business should be charged to the College. Charging long distance telephone calls for personal or other non-College purposes is prohibited and constitutes misuse of College funds, unless a specific emergency exists.

1. Personal calls made from the College should be charged to the caller's home telephone, personal credit card, to the called party, or to another non-College source.
2. If any emergency situation requires an employee to charge a personal long distance call to the College, the employee must reimburse the College.
3. Monthly, the Business Office will supply each extension/access code number the details of phone charges to that number.
4. Each person responsible for an extension/access code number is also responsible for verifying the calls made against that number.
5. When excess or suspicious toll calls appear, the person responsible for the extension/access will be asked for details of the phone usage by the Vice President for Business Affairs.
6. After reviewing the print-out of phone charges for the access code assigned to an employee, the person responsible will note any emergency personal telephone charges and immediately reimburse the College.