

DIVISION POLICY

Effective Date: May 2, 2012

Approved By: Rich Van Den Hul, VP for Business and Financial Affairs

Authority: [POL-U5400.05](#) Using
University Resources

Cancels:

See Also: PRO-U5400.05A Monitoring Long Distance and Department Wireless Device Charges

POL-BFA5100.03 MAKING AND MONITORING PHONE CHARGES

This policy applies to all departments and employees within the Business and Financial Affairs division.

1. Long Distance Calls Restricted

Long distance calls using a University land line (including faxes) are to be made for official University business only. Personal long distance calls are to be made using a personal wireless phone or personal prepaid calling card.

Exception: Incidental personal long distance calls may be made for urgent or emergency purposes when the above resources are not available.

2. Policy and Procedures To Be Followed

Financial Managers are to ensure this policy and the procedures for *Monitoring Land Line Long Distance and Department Wireless Device Charges* (PRO-U5400.05A) are distributed to and followed by supervisors and employees.

3. Financial Managers Must Ensure Controls Are Implemented and Effective

To ensure adequate, efficient and effective controls are in place, each Financial Manager is to review its internal process for compliance with this policy and PRO-U5400.05A on a regular basis.