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.