

LONG DISTANCE TELEPHONE CALLS**1. General**

Only long distance calls for official Northern 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. Personal calls made from College telephones must be charged to the caller's home telephone or personal credit card, to the called party, or to another non-College source. If an emergency situation requires an employee to charge a personal long distance call to the College, the employee must reimburse the College. Since the call is charged to the department, reimbursement is made to the department's account.

2. Authorization to Place Long Distance Calls at College Expense

Each individual who is authorized by a department to place long distance calls for College business will be issued an individual authorization code which can be used to place calls from College phones. Calling cards are issued to individuals who place long distance calls for College business from non-College phones. Authorization codes and calling cards are issued to individuals by the College Information Technologies. Long distance charges are billed to the account specified by the requesting department. Information Technologies provides departments with invoices itemized by authorization code and calling card numbers which enable a department to monitor long distance calls. Departments should maintain long distance telephone logs to ensure the accuracy and appropriateness of College long distance charges and reconcile the logs to the invoices provided by Information Technologies. Charges billed to an account in error should be reported to Information Technologies.

2.1. Security

Individuals assigned long distance authorization codes and calling cards are responsible for ensuring the security of the codes and cards, and should not disclose or share them with others. Individuals should report compromised authorization codes or lost calling cards to Information Technologies immediately.

2.2. Deactivation

When an individual transfers to another department, his/her authorization code and/or calling card is deleted and a new authorization code and/or calling card is issued and charged to the new department. Upon separation from the College, the employee must return all calling cards to the Information Technologies Department. The department requesting authorization codes and calling cards is responsible for notifying Information Technologies of an employee's change of status and requesting that authorization codes and/or calling cards be deactivated. Any charges incurred by the continued use of an authorization code or calling card due to a department's failure to request that they be deleted or changed will be billed to the responsible department's account.

3. Reimbursement for College Business Long Distance Calls

Long distance calls made for College business purposes using an employee's personal telephone services (including a personal calling card, cell phone, or home phone line) may be reimbursed. The employee must attach a copy of the telephone invoice with the pertinent calls highlighted and an explanation of the expense to the applicable form.