

PROCEDURE NUMBER 7914

PROCEDURE TITLE: USE OF LONG DISTANCE TELEPHONE AND FAX SERVICES

BASED ON POLICY VII-1: USE OF INFORMATION SYSTEMS AND TECHNOLOGICAL RESOURCES AT MIAMI-DADE COMMUNITY COLLEGE

EFFECTIVE DATE May 16, 2000, supersedes Procedure 1512, May 30, 1972

I. PURPOSE:

The College's long distance system provides long distance telephone and fax service to faculty, administrators, and staff to conduct authorized college business. This procedure was promulgated to inform users of the proper use of College issued long distance privileges.

II. PROCEDURE

The Office of Network and Telecommunication Services will distribute Call Detail Reports (CDR) for all telephone extensions reflecting long distance charges. These reports will be submitted to the Dean for Administration of each campus, College Provost, each District Vice-Provost or designee for distribution within their areas. The employee verifying that it has been reviewed must sign the report. All long distance calls must be logged on the Departmental long Distance Call and Fax Log. The signed CDR and log must be returned to his or her supervisor within thirty (30) days of receipt.

Only authorized long distance calls and faxes (i.e., those related to College business) may be placed through the College's long distance system. Authorization for long distance privileges approved by the Dean for Administration, College Provost, District Vice Provost or designee may be obtained through a Telecommunications Work order.

1. In the case of a personal ***emergency***, the caller must reimburse the college for the long distance call if made from the College Telephone System. A check or money order for the personal call should be submitted with the *Personal Long Distance Call and Fax Remittance Form* and sent to Network & Telecommunications Services (NTS) along with a copy of the relevant page(s) of the Call Detail Report. Personal call(s) should be marked with the letter "P" in the left margin of the CDR adjacent to the call.
2. Long distance calls and faxes that you have not authorized must be reported to Network & Telecommunications Services. A copy of the relevant CDR page(s) marked with the letter "U" in the left margin of the CDR adjacent to the call should accompany the *Unauthorized Call and Fax Report Form*.
3. *Third party* calls may not be placed from or billed to a College telephone.
4. Collect *calls* may not be accepted.