

Kaszynski, Mary

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From: Cunningham, William H.
Sent: Wednesday, December 08, 1999 10:27 AM
To: GRP-Everyone
Subject: Long Distance Telephone Calls

Please provide a copy of this memorandum to individuals in your department who do not have access to electronic mail.

TO: All U. T. System Administration Employees

FROM: William H. Cunningham

During implementation of The University of Texas System compliance program, one area of concern which arose relates to the use of office telephones to make personal long distance calls. According to Part Two, Chapter VII, Section 7 of the Regents' Rules and Regulations, "personal toll calls shall not be charged to institutional telephones." Therefore, I remind all employees that we *must not* use office phones to make personal long distance telephone calls. In addition to violating Regents' Rules, placing personal long distance calls on office phones represents a greater cost to the System, in that the System often spends more dollars trying to collect and process payment for these calls than we receive in reimbursement.

In the past, some employees have routinely made such calls with the misunderstanding that such activity is acceptable as long as employees reimburse the University for the calls and associated tax. Please understand that *this is not an acceptable practice*. This applies to personal long distance fax calls, including RightFax, as well. Many alternative ways to handle these calls are available. If while at work you must make a personal long distance call of any type, please use a personal telephone calling card for payment. Calling cards are available from long distance carriers, such as AT&T or MCI, as well as from many convenience, grocery, department, or discount stores.

In a true emergency situation, U. T. phones can, of course, be used and calls can then be reimbursed. But, even in these situations, it is preferable that personal calling cards be used.

If a long distance call is inadvertently charged to the University, reimbursement for the cost of the call plus state and federal taxes is required. All payments related to long distance charges must be made to Account Services. If you have questions please call Lorie Atkinson, Supervisor, Account Services at extension 4571.