

SECTION: Business Affairs/Business Services
SUBJECT: Fax Messages

ISSUED BY: Assistant Vice President for Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE:

Policy

The FAX machine in the Administration Building Switchboard area is primarily for official college business. The FAX machine may be used by students and the general public depending upon the availability of the machine.

Switchboard personnel **cannot** FAX pages with information printed on both sides (if the information on both sides need to be sent). The sender must make a copy of one side of the page and arrange the pages in correct order.

Switchboard personnel **cannot** FAX legal-size (11"x14") pages. The sender must reduce the page by copying the legal size document to 8^{1/2}"x11" paper. Also, small items (such as W-2's, etc.) will need to be copied on or affixed to a regular 8^{1/2}"x11" sheet of paper.

If an employee or student gives out the College FAX number so they may receive a FAX instruct the sender to use both **first and last name** of the individual to whom the is being sent. Students should also ask that the FAX include their extension/phone number.

Procedure

Official College Messages

Each department will be charged \$.50 per page for a domestic fax and \$.50 per page plus the cost of the phone call for an international fax. When sending an international fax you must provide your long distance code for the fax to be sent. Messages to be transmitted should be delivered to the switchboard operator along with a cover sheet giving the department billing number, etc. There will be no charge for receipt of official college messages.

Personal or Unofficial Messages

Most personal messages, not related to college business, for college personnel and others will be sent at a cost of \$1.50 per page. The cost of a FAX sent overseas will be \$2.50 per page. A FAX to a local number will be \$.75 per page and a FAX to an 800 number will be charged \$.50 per page. A received FAX will cost \$.50 per page. You should pay for your FAX at the Cashier's Office and take your receipt to the switchboard operator prior to asking the operator to send your FAX. If the FAX is sent after the Cashier's Office is closed you may pay the switchboard operator. FAXES are required to be **paid** for at the time they are sent or received. If a FAX needs to be sent during any period that the Cashier's Office is closed, the Switchboard will not be able to make change for any bills larger than a ten dollar bill (\$10).

When a FAX is received the switchboard operator will notify the receiving person or department by e-mail. The telephone number for receiving a FAX is 859/858-3921.

Questions may be directed to the switchboard operator on duty by dialing 0.