

SECTION: Business Affairs/Business Services**SUBJECT: Long Distance Authorization Codes for Campus Use****ISSUED BY:** Vice President for Business Affairs and Treasurer**REPLACES:****APPROVED BY:** Vice President for Business Affairs and Treasurer**EFFECTIVE DATE:** June 1998

The cost of long distance calls made by employees for Asbury College business, are charged to the department from which the call is initiated. All employees that regularly make long distance calls are provided a Long Distance Authorization Code to use when placing College related calls. The department head of each unit determines which employees require an authorization code to perform their job. The department head must approve any addition or deletion of authorization codes in their respective departments.

No personal calls should be made using the College authorization code.

- It is important that the department head review the long distance bills to identify any abnormalities.
- For those departments that have clerical or secretarial personnel on nine (9) month working schedules, it is important that the long distance authorization codes be safe guarded during the summer months to prevent miss-appropriation. It is the responsibility of the supervisor to make sure that the long distance authorization codes are kept secure.
- If an employee leaves College employment, the supervisor/department head should notify the Assistant Vice President for Business Affairs in writing so the code can be deactivated.
- If any unusual calls are detected on the monthly billing, notify the Assistant Vice President for Business Affairs immediately for assistance.
- If a department desires that a new employee receive a long distance authorization code, a written request should be directed to the Assistant Vice President for Business Affairs indicating the employee's name and the department to which the calls are to be charged. It takes three to five working days to acquire a new code, however, the code can be ordered in advance of the employee's first day on the job, as long as the name and department are identified on the request memo.