

DEPARTMENT OF CLINICAL SCIENCES
LONG DISTANCE PHONE POLICY

Effective April 2004

TO: All Clinical Sciences Staff

FROM: Dr. Paul Lunn

Personal Phone calls:

- a. Long Distance personal phone calls are not allowed, this includes personal business usage that may include a Conflict of Interest with the University. Please purchase a calling card from an outside source (ex: Sam's Club @ .03 a minute) if a personal call is necessary.
- b. The Department of Clinical Sciences will be monitoring each report for usage of long distance personal phone calls.

Modem Usage Fees:

- a. It has come to our attention that a modem usage fee is charged at .10 cents a minute when you are using a computer at a remote location. Please be conscientious of time you are using when at a remote location.
- b. If you are using your modem access through a Lamar account this is included in your Lamar yearly fee.

Access Codes:

- a. Please contact Lori Johnson for your VTH code for any calls regarding clinics. **PLEASE** use the appropriate code so that the long distance charges are allocated to the proper fund.
- b. Do not allow use of these authorized codes by anyone other than yourselves.
- c. If you have a grant you know you will be making high numbers of calls on, please contact Terri Ratzlaff so that she can set up an access code for that grant.