METROPOLITAN STATE UNIVERSITY REGULATIONS

Telephone Acquisition, Changes & Equipment Malfunctions

Administrative Affairs Procedure #405

Section 1. Procedure

This procedure is established to define the process used to acquire telephones and make changes in service.

Section 2. Authority

This procedure is issued pursuant to the operating authority granted to the university's President by the Board of Trustees of the Minnesota State Colleges and Universities.

Section 3. Effective Date

This procedure shall become effective upon signature by the Vice President of Administration and Finance, and remain in effect until modified or expressly revoked.

Section 4. Responsibility

The responsibility for implementation of this procedure is assigned to the Associate Vice President, Administration and Finance.

Section 5. Objective

To coordinate and implement university faculty and staff telephone acquisition and changes.

Section 6. Implementation

Telephone changes, additions and problems will be coordinated by the Building Services office manager in cooperation with the Department of Administration, InterTechnologies Group.

FORMS: Telephone Services Request. This form may be obtained from the Building Services office or in the mailroom of the St. Paul and Minneapolis campuses.

STEP	ACTION	RESPONSIBILITY
1.	When a staff move is planned, the Building Services office manager will meet with those departments involved to discuss telephone needs. Telephone orders submitted will generally take 10 working days to be processed.	Building Services
2.	Staff or faculty telephone changes which do not involve a move must be coordinated through the Building Services,	Building Services

office manager who will assist with the preparation of a request for the planned changes.

3.	The requesting department will prepare an internal requisition (1400) for funding of all telephone service related charges and submit to the Building Services office which will be forwarded to the Business Office.	Requesting Department
4	The Building Services office manager will coordinate all Requested telephone service needs with InterTech and Metro Communications	Building Services
5	The Building Services office manager will provide the phone User with installation dates, operation instructions, and equipment as necessary.	Building Services

Section 7. Review

This procedure will be subject to review on an annual basis.

Section 8. Approval

Issued on this 12th day of September, 2000.

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Cathleen Brannen, Vice President, Administration and Finance