

METROPOLITAN STATE UNIVERSITY REGULATIONS



Telephones: Long Distance Calls

Administrative Affairs Procedure #406

Section 1. Procedure

This defines university procedure information related to long distance telephone calls.

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 Vice President, Administration and Finance.

Section 5. Objective

To inform university employees of the most cost effective way to place long distance telephone calls on WATS.

Section 6. Implementation

a. WATS - WITHIN the State of Minnesota

WATS lines are provided for state employees to call areas within the State of Minnesota. To place a WATS call, dial 8, the area code (including 612, 651, 763, 952, 320 & 507 area codes) and the seven digit number.

b. WATS - OUTSIDE the State of Minnesota

To make a long distance call outside the State of Minnesota dial 8, the area code and the seven-digit number.

c. Operator and Directory Assistance Calls

If operator assistance is needed for a long distance call within the local area codes, dial 9, then 411. For directory assistance outside of the local area codes, dial 9, followed by 1 +

(Area code) + 555-1212. There is a toll charge for directory assistance calls so refrain from using directory assistance if at all possible. All information and long distance calls will be charged to the caller's operational budget area.

Section 7. Personal Long Distance Calls

State telephones shall not be used for personal long distance calls. Such calls constitute illegal avoidance of State and Federal taxes. Further, personal calls, when charged to the State, are clearly contrary to the proper usage of these facilities for state business only. Such calls must be charged to one's residence telephone, personal credit card or made from a pay station. Audits will be made of telephone statements. Individuals making personal long distance calls from state facilities will be subject to applicable legal sanctions.

WATS (Interstate and Intrastate) is provided for official state business only. Personal calls are not authorized and should be charged as stated above. Please keep conversations short and space them throughout the day. For faster service, avoid the busy hours of 9-11 a.m. and 1-3 p.m.

Section 8. Review

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

Section 9. Approval

Issued on this 12th day of September, 2000.

Cathleen Brannen, Vice President, Administrative Affairs