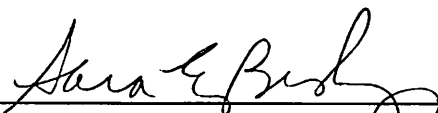

F SUBJECT: Telephones/
Long Distance

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Signature  Date January 13, 2016

STANDARD POLICY

POLICY

University telecommunications services will be used by faculty for official School of Nursing business (see University Policy No. F-29).

An individual long distance access code is assigned to faculty members by the University. This code is used for long distance calls to conduct SON business.

All long distance calls using the access code are charged to the SON account. The Director is responsible for requesting individual access codes for new faculty members.

PROCEDURE

None listed.