



ADMINISTRATIVE POLICY

Long Distance Calling

POLICY STATEMENT

Access to Nevada State College's long distance telephone service is provided to employees in order to fulfill teaching, research, and administrative responsibilities.

REASON FOR POLICY

The purpose of this policy is to establish requirements for providing adequate tracking and review of long distance telephone charges.

PROCEDURES

The Nevada State College phone system is intended for college related business. If employees have to make personal long distance calls, they should not use the campus phone system to do so. If such personal use is unavoidable, users must reimburse the college for those long distance usage charges.

Nevada State College requires the use of long distance authorization codes to place long distance phone calls. All faculty and staff are held responsible for charges made with their respective code regardless if they made the calls or not; thus, users must not share their individual long distance codes with anyone else. Long distance codes can be obtained by contacting the Office of Information & Technology Services. These codes should always be cancelled in the event an employee loses their code, suspects someone else is using it, or terminates his/her employment with the college.

Long distance charges will be reviewed on monthly basis. If the dollar amount for an individual call exceeds \$50, the employee as well as their supervisor will be required to sign off on a justification for the call. Documentation of long distance telephone charges is to be retained for a period of at least three years.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Primary Contact(s)	Brian Chongtai	702-992-2410	brian.chongtai@nsc.edu

DEFINITIONS

RELATED INFORMATION

HISTORY

Revised 3/19/18