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**SUBJECT: TELEPHONES**

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- I. **PURPOSE:** To establish University telephone policy.
- II. **POLICY:**
  - A. Southern Utah University owns and operates all telephone service and wiring on campus with the exception of the pay telephones. All telephones have direct dial capability and all extensions must be tied to a Banner account number to ensure university use only.
  - B. All expenses for installation of new telephone equipment will be billed back to the requesting department. Departments are generally not charged for changes to existing phone service. Requests for phone service changes must be scheduled through Plant Operations.
  - C. Calling cards are available from Plant Operations with the approval of an appropriate department head. All cards issued must be tied to a Banner account number and all use of the card is strictly the responsibility of the requesting department.
  - D. Telephone service on campus is for official university business only.