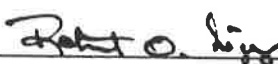


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:015	Supersedes Policy Number: VII:04:02
Date: August 1, 1986	Dated: May 18, 1984
Subject: Telephone Repair Service	
Initiating Authority: Executive Assistant to the President	SBR Policy/Guideline Reference:
Approved:  President	

General

The purpose of this policy is to establish procedures for initiating repair service to campus telephones. Repair is defined as follows: to restore by replacing a part or putting together what is broken; to restore to proper working condition. Examples: broken telephone instruments or wiring, missing telephone instruments or wiring, inability to make outgoing calls or receive incoming calls, interference on telephone line, etc.

Initiating Authority and Procedures

Any supervisor having responsibility (or his/her designee) for any area of University operations will have authority to initiate a request for repair service directly to the on-site telephone technician by calling 4999 or to the campus operator at 6191.

Limitations

This policy does not apply to request for new service or changes to existing service.