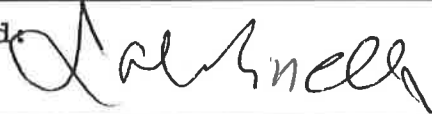


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:015	Supersedes Policy Number: 99:015
Date: June 16, 1999	Dated: August 1, 1986
Subject: Telephone Repair Service	
Initiating Authority: Vice President for Fin. & Admin.	TBR 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 4357 or 6191.

## Limitations

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