AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:014	Supersedes Policy Number: 99:014
Date: July 2, 1999	Dated: August 1, 1986
Subject: Telephone Service Requests	
Initiating Authority: Vice President for Fin. & Admin.	TBR Policy/Guideline Reference:
Approved: _[signature]_ President	

General

The purposes of this policy are to establish procedures for requesting telephone service and to provide a basis for proper cost accounting. This policy does not apply to repair service.

Final Authority

The Telecommunications Manager has the final responsibility for approving, determining feasibility, and initiating any changes in telephone service within the University community.

Initiating Authority

A supervisor having responsibility for any area of University operations will have authority to initiate a request for telephone service. Intermediate authority shall be limited to the President or Assistant to the President, Vice President for Academic Affairs (through appropriate deans/directors), Vice President for Student Affairs (through appropriate directors), Vice President for Development and University Relations (through appropriate directors), Director of Athletics (through appropriate directors), and the Vice President for Finance and Administration (through appropriate directors).

Procedures

The person initiating the request should study carefully what the communication needs of the department are before initiating the request. The Office of Telecommunications can provide, upon request, approximate cost information for major and minor changes.

Requests for service should be made in memorandum form or e-mail to the Telecommunications Manager. Each request should contain the following information:

(1)   telephone number, if an existing station;
(2)   departmental budget account number;
(3)   number and type of telephone set(s) desired; (D-Term, regular set, data line, etc.)
(4)   location for service - building name and room number(s);
(5)   date by which service is required;
(6)   approval of the appropriate intermediate authorities.