


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 99:014	Supersedes Policy Number: VII:04:01
Date: August 1, 1986	Dated: May 21, 1984
Subject: Telephone Service Requests	
Initiating Authority: Executive Assistant to the President	SBR Policy/Guideline Reference:
Approved:  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 Director of Institutional Research 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 Vice President for Academic Affairs (through appropriate deans/directors), Dean of Students (through appropriate directors), Vice President for Development (through appropriate directors), Executive Assistant to the President (through appropriate directors), and the Vice President for Finance and Administration.

Procedures

The person initiating the request should study carefully what the communication needs of the department are before initiating the request. The Office of Institutional Research can

provide, upon request, approximate cost information for major and minor changes.

Requests for service should be made in memorandum form to the Director of Institutional Research. 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.

Upon receipt and approval, the Office of Institutional Research will forward the request to the Budget Director for verification of available funds.