



KOIT-14

Long-distance Authorization Codes

Scope

This policy is specific to the Indiana University Kokomo campus and it applies to the entire campus.

Rationale

Faculty and staff must have a way to place long-distance calls in the connection with their job responsibilities; however, fiscal responsibility requires that the use of long-distance service be controlled and monitored.

Policy Statement

Long-distance calls can be made only by entering a long-distance authorization code. This code is associated with a department account to which all calls made with this long-distance authorization code will be charged.

Long-distance authorization codes will automatically be issued to all full-time, appointed faculty and staff when they begin their service to IU Kokomo and automatically deactivated upon termination of their service to IU Kokomo. Account managers may request that a long-distance authorization code be issued to anyone associated with IU Kokomo. It will be the responsibility of the account manager to notify IT when that person's association ends so that the long-distance authorization code can be deactivated. Until a long-distance authorization code is deactivated, the department will be responsible for all long-distance charges made with that long-distance authorization code.

Procedures

When someone having a full-time, appointed faculty or staff position begins their service to IU Kokomo, IT will automatically issue that person a long-distance authorization code. Likewise, when that person's service to IU Kokomo ends, IT will automatically deactivate that code. In these instances, no action is required by an account manager.

To request a long-distance activation code for someone other than those described in the preceding paragraph, the account manager must make the request by email to the Computer Services Help Desk (kohelp@iuk.edu). The request must include the name of the person for whom the long-distance authorization code is being requested, the way in which they are associated with IU Kokomo and the account number to which their long-distance charges are to be billed. A long-distance authorization code will be issued directly to that person.

When an individual's service to IU Kokomo ends, the account manager must notify the Computer Service Help Desk (kohelp@iuk.edu). The request must include the individual's name and their long-distance authorization code. All long-distance charges incurred with that long-

distance authorization code up to the date of such notification will be billed to the department regardless of when that individual's service to IU Kokomo ended.

Definitions

None

Related Policies, Laws and Documents

None

Policy History:

This revision of existing unwritten policy was written on April 21, 2008.