LONG DISTANCE CODES, BLACKBERRY LICENSES AND WIRELESS SERVICES

Policy Statement

ITech provides various services to departments and individuals as well as vendors, affiliates, contracts and guests.

Reason for Policy/Purpose

This policy is required for the effective communication of university policy regarding payment of long distance codes, Blackberry and wireless services.

Who Needs to Know This Policy

Anyone who uses ITech long distance, Blackberry and wireless services.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-ACAF-IT-003

Definitions

Policy/Procedures

1.0 Long distance codes that have not been used for one year will be turned off.
2.0 If payment for charges of external long distance codes and wireless services is not received within 60 days of the payment due date, the service(s) will be terminated.
3.0 Individual employees are responsible for the payment of their personal long distance and Blackberry license fees.

4.0 If payment for charges of faculty/staff personal long distance codes, wireless services, and Blackberry licenses is not received within 60 days of the payment due date, outstanding payment will be payroll deducted and the services will be terminated.

5.0 Vendors, affiliates, contractors and guests requesting long distance code(s) must provide payment within 60 days or service(s) will be terminated.

**Review**

The Chief Information Officer is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

**Forms/Instructions**

N/A

**Appendices**

N/A

**Related Information**

N/A

**History**

1. 11/01/11: Formatted for Institutional Policies website.
2. 02/19/13: Combines (1) FACULTY/STAFF PERSONAL LONG DISTANCE CODES & BLACKBERRY LICENSES, (2) EXTERNAL LONG DISTANCE CODES AND WIRELESS SERVICES, (3) FACULTY/STAFF LONG DISTANCE CODES (DEPARTMENTAL AND PERSONAL), (4) VENDORS, AFFILIATES, CONTRACTORS AND GUESTS. Formatted for template. Policy section numbered. Minor editing of punctuation and usage throughout

**Amendments:** Month, Day, Year – summary of changes
Authorization

LONG DISTANCE CODES, BLACKBERRY LICENSES AND WIRELESS
ACAF-IT-000-003

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

4/14/13
Date