



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**HSC OP:** 55.01, **Telephone Calling Cards**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to set forth the procedure for providing telephone calling cards to TTUHSC personnel.

**REVIEW:** This HSC OP will be reviewed on May 1 of each year (EY) by the Chief Information Officer (CIO) for the TTU System and the CIO for TTUHSC, with recommendations for revisions forwarded to the Executive Vice President for Finance and Administration (EVPFA) by May 15.

### **POLICY/PROCEDURE:**

1. University issued Telephone Calling Cards are to be used for OFFICIAL UNIVERSITY BUSINESS ONLY.
2. Telephone calling cards may be used to charge long distance telephone calls by faculty or staff who are away from a TTUHSC facility. These calls will be charged to the appropriate TTUHSC departmental account.
3. Calling cards are secured from the telephone service vendors by the Office of Communication Services.
4. To apply for a calling card, TTUHSC faculty and staff members must complete the "Request/Cancellation for Telephone Calling Cards" form (sample shown in Attachment A), located at <http://www.texastech.edu/it/commSvs/forms/pdf/CallingCardRequest.pdf>. This form must be approved and signed by the respective departmental administrator and then forwarded to Communication Services.
5. Each calling card will be uniquely numbered and will be linked to both the employee to whom it is issued and a TechFIM account to which calls made via the card will be charged.
6. The TechFIM account manager will receive a monthly statement listing the long distance calls charged to the calling card. The account manager is responsible for verifying that the calls listed were for official business of TTUHSC. Review must be completed and any unauthorized calls reimbursed by the employee within 30 days after reports are received.
7. The department head of an employee that is terminated or voluntarily terminates their employment, or whose duties no longer require the use of a calling card, is responsible for securing the card from the employee. The department head should return the card along with the completed "Request/Cancellation for Telephone Calling Cards" (Attachment A) to Communication Services. Cards are not to be passed on to other employees.
8. The purchase of "prepaid" long distance calling cards that do not provide printed detailed call information is not allowed. The detail call information is required to ensure all usage is for official university business.