
OFFICE OF THE CHANCELLOR
University of New Orleans

Administrative Policy & Procedure
AP - 53.1
Effective Date: 6/1/89

SUBJECT: Procurement and Use of Telecommunications Equipment and Services

PURPOSE

To set forth policy and reaffirm responsibilities in the procurement of telecommunications equipment, systems and services at the University of New Orleans.

DEFINITIONS

1. Telecommunications systems and services - the equipment and means necessary to provide telephone systems, facsimile systems, radio, radio paging services, calling cards and telephone credit cards.
2. Louisiana Intercity Network Communications (LINC) - a special arrangement to permit long distance calling at a low per-minute rate.
3. Office of Telecommunications Management - an office within the Louisiana State Division of Administration created to coordinate all state communication systems and services. It is responsible for the operation of LINC.
4. Third Party Charge Call - an operator assisted long distance call charged to a third telephone number.

GENERAL POLICY

1. All requests for telecommunications equipment, systems and services will be submitted through established administrative channels to the Office of Telecommunications for approval and processing. (Only those items considered essential to the discharging of university responsibilities will be considered.)

2. Personally owned equipment or devices may not be attached to the University network without approval in writing from the Office of Business Affairs. (Portable telephones are prohibited.)
3. Employees authorized by the appropriate dean or director to make third-party charge calls must obtain a calling card. Such calls no longer will be processed by the Bell System without a calling card.

AUTHORITY

Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.

This AP supercedes AP 53.1 dated 6/24/83.

PROCEDURE

1. Budget heads will submit orders for telephone equipment modifications, on campus correspondence, through the appropriate dean or director to the Office of Telecommunications. They will send requisitions for items or services such as data circuits and radio pagers to the Purchasing Department, which will obtain approval from the Office of Telecommunications prior to placing orders.
2. Budget heads may submit to the Office of Telecommunications requests for calling cards for those personnel authorized to place third-party charge calls against a University extension while absent from the University. Such requests must be submitted in writing and must bear the approval of the appropriate dean or director. They must indicate the telephone extension number assigned to the card holder. Budget heads are responsible for the return of cards in the possession of those persons who leave the employ of the University.

Gregory M. St. L. O'Brien
Chancellor

GOB:dp

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GENERAL POLICY

1. All requests for telecommunications equipment, systems and services will be submitted through established administrative channels to the Telephone Exchange for approval and processing. (Only those items considered essential to the discharging of university responsibilities will be considered.)
 2. Personally owned equipment or devices may not be attached to the University network without approval in writing from the Office of Auxiliary Enterprises. (Portable telephones are prohibited.)
 3. Employees authorized by the appropriate dean or director to make third-party charge calls must obtain a calling card. Such calls no longer will be processed by the Bell system without a calling card.
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AUTHORITY

Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.

PROCEDURE

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2. Budget heads may submit to the Telephone Exchange requests for calling cards for those personnel authorized to place third-party charge calls against a University extension while absent from the University. Such requests must be submitted in writing and must bear the approval of the appropriate dean or director. They must indicate the telephone extension number assigned to the card holder. Budget heads are responsible for the return of cards in the possession of those persons who leave the employ of the University.

Cooper R. Mackin
Acting Chancellor

CRM:mc
