DEPARTMENT OF CLINICAL SCIENCES
LONG DISTANCE PHONE POLICY

Personal Phone calls:

1. Long Distance personal phone calls are not allowed, this includes personal business usage that may include a Conflict of Interest with the University. Please purchase a calling card from an outside source (ex: Sam’s Club if a personal call is necessary).

2. The Department of Clinical Sciences will be monitoring each report for usage of long distance personal phone calls.

Modem Usage Fees:

1. It has come to our attention that a modem usage fee is charged at .10 cents a minute when you are using a computer at a remote location. Please be conscientious of time you are using when at a remote location.

2. If you are using your modem access through a Lamar account this is included in your Lamar yearly fee.

Access Codes:

1. Please contact Clinical Sciences Main Office, 297-1274 set up an access code for you.

2. Please contact VTH Directors Office for your access code for any calls regarding clinics. PLEASE use the appropriate code so that the long distance charges are allocated to the proper fund.

3. Do not allow use of these authorized codes by anyone other than yourselves.

4. If you have a grant you know you will be making high numbers of calls on, please contact Clinical Sciences Accounting Office, 297-1274, so they can set up an access code for that grant.