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Name:	Telephone Services – Calling Cards
Policy Number:	2-1005
Origin:	Information Technology Systems & Support (ITSS)
Approved:	1 April 1992
Issuing Authority:	Director, Information Technology Systems & Support
Responsibility:	Director, Information Technology Systems & Support
Effective Date	1 September 2007
Revision Date(s):	1 March 1993 1 September 2007

Calling cards are issued to a limited number of University employees who, due to the nature of their work, make long distance telephone calls while off campus. The use of calling cards ensures the University receives the proper discounts on all University long distance usage and reduces the administrative overhead.

Applications for a calling card must be approved by the appropriate Dean/Director. Approved requests will be forwarded to the Manager, Infrastructure, ITSS for processing.