



## **Compliance Corner**

### **Non-Business Use of Telephones and Fax Machines**

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Traci Morris, Compliance Coordinator

Incidental phone use on university phones and faxes is permitted provide it does not interfere with normal business operations and results in no incremental cost to the university. However, when incidental phone use does become a cost to the university such as long distance personal calls, faxes, or excessive use of 1-800 calls, the person making the calls will be expected to reimburse the university as per Standard Administrative Procedure 33.04.02.M0.0

As of June 1<sup>st</sup> an individual, most likely the account manager from each department and their respective department head received a Monthly Department Call Detail Report for each university phone, and fax, if applicable, within the department. Please review the report each month, as it is each department's responsibility to ensure all phones, and faxes, if applicable, in your area is being accounted for. After you have identified your personal use, you will be asked to remit your personal check to your account manager for reimbursement to TAMUG. Additionally, an inventory of your phones may determine whether or not [which you pay for] all are necessary, or if the phone is in the correct location, billing-wise.

In general, department heads have asked to be kept informed about what is going on in and around their department, therefore each department head will receive monthly report for their respective department, and it is in the policy department heads be included.

Everyone is challenged with other tasks. When the account manager asks for your review and verification of the monthly report, your cooperation will be greatly appreciated.

Be kind to others.

Standard Administrative Procedure <http://rules.tamu.edu/PDFs/33.04.02.M0.01.pdf>