

Telecom Requests – Policies & Procedures

As of 7/29/2009

Requests for Staff:

Divisions will pay for equipment/phone rental charges and toll/long-distance charges for Division staff. The Ocean office will pay for equipment/phone rental charges and toll/long-distance charges for Ocean Department staff. A new phone and installation is \$175.00 and monthly phone rental charges are about \$24/month or \$288/year (cost depends on model of phone).

Requests for Faculty:

Ocean office will pay for equipment/phone rental charges. The faculty member is responsible for toll charges/long-distance charges; they need to provide an account code.

Requests for Graduate Students:

Ocean office will pay for equipment/phone rental charges. Students are not given long-distance call privileges.

Requests for post-docs:

The PI that hired the post-doc will pay for equipment/phone rental charges. The PI is responsible for his post-doc's/staff's toll charges/long-distance charges; the PI should provide an account code.

Requests for Emeritus Faculty:

Ocean office will pay for equipment/phone rental charges and fee to transfer phone line (if moving into another office). The Emeritus faculty member is responsible for toll charges/long-distance charges if they have a research account to charge to. If not, the Division the faculty is from should pay for toll charges/long-distance charges.