

DCCCD BUSINESS PROCEDURES MANUAL
40.0 - LONG-DISTANCE TELEPHONE CHARGES

Reviewed 04/17/03

Revised 10/16/00

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LONG-DISTANCE TELEPHONE CHARGES

40.0.0

Access Code Authorization and Handling

40.0.1

- A. The supervisor may authorize the assignment of a long-distance access code for an employee who uses long-distance dialing to conduct DCCCD business. This code must be requested through the campus/location telephone coordinator.
- B. The District Manager of Communications Services will assign the long-distance access code to the authorized employee and give the code to the campus/location telephone coordinator for distribution.
- C. Only one access code may be assigned to an employee. This access code must not be shared with other employees.
- D. The access code should be used primarily for DCCCD business-related calls. Personal long-distance calls should be limited to emergency situations, and where possible, employees should be encouraged to use their personal telephone credit/calling cards for such calls.

Monthly Report Distribution

40.0.2

- A. To facilitate the reconciliation of long-distance calls, the District Service Center Communications Department distributes a monthly report titled "Telephone Charges - Long Distance Report" to the Director/Dean of Business Operations and/or telephone coordinator at each DCCCD location.
- B. The Director/Dean of Business Operations and/or telephone coordinator at each DCCCD location will distribute the report to each division manager for further handling.
- C. The division manager will distribute the report to employees whom have calls listed on the report. The division manager should establish a reasonable time period for the return of the report and monitor its return.
- D. The referenced employees will review the report and verify the legitimacy of the calls by

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signing or initializing the report.

Payment and Deposit Procedures for Personal Calls

40.0.3

- A. If an employee has made any personal long-distance telephone calls that are listed on the report, he or she must identify the personal calls and make full payment at the location Business Office. Checks for personal calls must be made out to "DCCCD", "Dallas County Community College District", or to the specific campus/location (e.g. "Eastfield College").
- B. The location Business Office will provide a receipt, to the employee or division designee, for payment of the calls, and deposit the payment into the division's long-distance account (23211).

Division Routing and Report Filing

40.0.4

- A. The employee or division designee will attach the payment receipt to the long-distance charge report and forward the report to the next person on the routing list.
- B. A copy of the report, along with any receipts for payment of personal calls, must be given to the division budget manager for review and filing.
- C. The division budget manager should keep a file copy of the report through the end of the current fiscal year. The District Communications Department should keep the official copy in retention for a total of two years (ref. Retention Schedule GR1075-41B).

Cancellation of Access Codes

40.0.5

- A. When an employee terminates, the supervisor must inform the campus/location telephone coordinator. The coordinator will notify the District Manager of Communications Services.
- B. The District Manager of Communications Services will cancel the terminated employee's access code.