



UNIVERSITY POLICY

SUBJECT: ADMINISTRATION

TITLE: TELEPHONE CREDIT CARDS

CODING: 00-01-10-90:10

ADOPTED: 08/24/92

AMENDED: 08/24/92

I. PURPOSE

To establish policy and procedure regarding University issued telephone credit cards.

II. ACCOUNTABILITY

Under the Senior Vice President for Administration and Finance, the Associate Vice President for Information Services and Technology shall ensure compliance with this policy in concert with the Deans, Vice Presidents, and Department Heads. The Director of IST-Telecommunications shall implement this policy.

III. POLICY

A. Requirements:

1. The University will issue telephone credit cards for justifiable business reasons. Telephone credit cards shall be issued to those employees documenting sufficient demonstrable business need to utilize a credit card. Demonstrable need shall be defined as frequent off-campus travel necessitating numerous daily calls to UMDNJ and third party calling.
2. All University telephone credit cards shall be issued through IST-Telecommunications.
3. All requests for telephone credit cards must be made in writing to the Director of IST-Telecommunications and must be approved by the appropriate Dean or Vice President. Requests submitted by employees without the written approval of the Dean or Vice President will not be considered.
 - a. The written request for the credit card shall fully document the business purpose for the request including frequency of travel, estimated number of monthly calls which will be placed on the credit card, etc.
 - b. Requests without adequate justification will not be considered.
4. All reimbursements for personal credit card calls shall be forwarded directly to the Cashier Offices.
5. University telephone credit cards shall not be used for personal telephone calls. The University recognizes that, on occasion, emergencies may arise that necessitate the use of the credit card for personal matters. The University shall be reimbursed for all such calls.
6. Non-Compliance of any aspect of this policy may result in revocation of the privilege.

B. Responsibilities:

1. IST-Telecommunications is responsible for:
 - a. ensuring that all issued credit cards meet the business documentation requirement for issuance of a credit card.
 - b. producing and distributing the Monthly Unit Telephone Bill detail to each department head.
 - c. conducting an annual audit of the credit cards to include usage, employment status, and continued justification of need for the credit card.
2. Individual Department Heads are responsible for:
 - a. monitoring employee use of the credit card to ensure that the employee's job function continues to meet the University's business documentation requirements for issuance of a credit card.
 - b. ensuring that the University is reimbursed for the cost of all personal calls.
 - c. taking appropriate personnel action to correct instances of abuse.
 - d. notifying IST-Telecommunications of any change in personnel status to ensure appropriate disposition of the credit card.
3. Faculty and staff members are responsible for:
 - a. complying with this policy.
 - b. using University credit cards for personal matters only under emergencies.
 - c. recording the date and time of the call in order to identify and reimburse the University for the cost of the call upon receipt of the monthly report.

By Direction of the President:

Senior Vice President for Administration and Finance