THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Voice and Data Telecommunications	**Number:**	512.3
		Revised:	10/21/99
SUBJECT:	Telephones in Private Residences	**Date Issued:**	
		Attachment(s)	1
APPLIES TO:	All University Employees		
ISSUED BY:	Information Technology Division		

I. Policy

Telephones in private residences may not be billed to a University account unless specific permission is granted by the unit head who is responsible for the account and is of higher administrative authority than the requester. The request must include the need for this telephone.

The employee must sign the request, affirming his or her commitment to use it primarily for University business. Charges for personal calls on these telephones fall under the guidelines established in the University of Michigan Standard Practice Guide 512.2.

II. Procedure

Units wishing to provide telephones in private residences must submit a "Request for Telephones in Private Residences" to IT Communications. This request must be signed by the unit head who is responsible for the account and who is of higher administrative authority than the requester. All approvals must be reviewed for continuation or termination by the unit head prior to the beginning of each fiscal year.

Prior to the beginning of each fiscal year, IT Communications will send to the chartfields org manager for each unit a list of persons in that unit previously approved for telephones in private residences. It is the responsibility of the unit head to notify IT Communications of any changes to the list that are necessary.

RESPONSIBILITY		ACTION
Requesting Party	1.	Complete "Request for Telephones in Private Residences ." (see attachment)
	2.	Have the Request signed by the unit head who is responsible for the account and is of higher administrative authority than the requester.
	3.	Submit the Request to: IT Communications 4251 Plymouth Road Arbor Lake Building II, Campus Zip 2785

Unit Head	4. Prior to the beginning of each fiscal year, review the list of persons previously authorized to have a telephone in private residence.
	5. If any deletions or changes are required, call IT Communications at (734) 763-2000.

FOR OFFICE USE ONLY: Order No.:	Phone/Circuit No.:

UNIVERSITY OF MICHIGAN
INFORMATION TECHNOLOGY DIVISION – IT COMMUNICATIONS
4251 Plymouth Road, Arbor Lake Building II, 2785
(734) 763-2000

REQUEST FOR TELEPHONES IN PRIVATE RESIDENCES

In accordance with University policy, telephones in private residences may not be billed to University chartfields unless permission is granted by the unit head who is responsible for the chartfields and is of higher administrative authority than the requester. When submitting this request, the employee must affirm his or her commitment to use it primarily for University business and to pay for any personal calls made using this equipment.

If Owned by Your Unit, Provide: Make _____ Model Number _____

Name of Employee Using Telephone: _____

Address/Location of Telephone: _____

Type(s) of Telephone/Line Requested: _____

Does Jack Need to be Installed? ❑ Yes ❑ No

University Address of Employee Using Telephone: _____

Name of Unit Requesting Service: _____

Chartfields _____

FUND	ORG	SUBCLASS	PROJECT/GRANT	PROGRAM
(5-digit numeric)	(6-digit numeric)	(5-digit alpha/numeric)	(7-digit alpha/numeric)	(5-digit alpha/numeric)

Legacy Account (if Chartfields are unknown) _____

Authorized Signer: _____ Phone _____
Print Name

_____
Signature E-Mail Address

Intended Use/Reason for Request: _____

Agreement by Requester: I hereby request authorization to use the equipment as specified above. I affirm my commitment to use it primarily for University business and to pay for any personal calls made from this equipment.

Print Name of Requester: _____ Date: _____

Title: _____ Signature: _____

Authorization by Unit Head in Accordance with Standard Practice Guide Section 512.3:

Print Name of Unit Head: _____ Date: _____

Title: _____ Signature: _____