



Effective Date: January 31, 2008
06/30/07

Retired:

Revised: October 1, 2013

Approved by: A. Cherrie Epps, Ph.D.
President and Chief Executive Officer

Subject: Office of Information and Technology - Authorization Code Policy

PURPOSE:

Authorization codes are provided to Meharry staff as a means of tracking billing allocations, toll abuse, and to lower long distance costs. A five-digit code is assigned to each user which identifies the caller and the department responsible for the charges.

POLICY STATEMENT:

Each staff person is responsible for his/her long distance charges. If abuse is detected, Legal Services or Security may become involved to trace the abuse and its cause. Confirmed instances or abuse will be reported to the Division or Department Head. The responsible staff person must pay for the unauthorized calls and may be subject to disciplinary action.

POLICY:

Telecommunications is responsible for assigning, changing, or deleting authorization codes. Long distance codes are confidential and are not to be shared. It is the responsibility of the Authorization Code holder to ensure the privacy of the code.

EXHIBITS: None.