

## **UAM OPERATING PROCEDURE 320.1**

### **TELEPHONE**

The University of Arkansas at Monticello provides telephones for employees to conduct official University business. Personal long distance calls cannot be charged to the University.

The only exceptions to this are employees who reside in University-owned housing where telephone service is provided through the University-owned telephone system. These employees are assigned long distance access codes for personal use and are billed monthly for personal long distance calls.

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*Revised: July 1, 1999*

*Revised: July 1, 1997*

*January 1, 1980*