



RUTGERS POLICY

Section: 70.2.19

Section Title: Legacy UMDNJ policies associated with Information Technology

Policy Name: Voice Non-Cellular Telephone Allocation And Expense

Formerly Book: 95-01-08-02:00

Approval Authority: Vice President for Information Technology & Chief Information Officer

Responsible Executive: Vice President for Information Technology & Chief Information Officer

Responsible Office: Office of Information Technology (OIT)

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Errors or changes? Contact: oitpolicy@rutgers.edu

1. **Policy Statement**

Use of Rutgers, The State University of New Jersey, Unified Communication / Voice Over Internet Protocol (UC/VOIP) telecommunications equipment must be allocated and billed to users based upon the equipment selected and associated usage.

2. **Reason for Policy**

This policy governs the allocation of non-cellular telephones, associated charges, and the service and maintenance of user accounts in conjunction with the adoption, installation and ongoing support of UC/VOIP telecommunications facilities throughout the University.

3. **Who Should Read This Policy**

This policy applies to any individual responsible for the management, operation, and/or maintenance of the legacy UMDNJ information technology services and/or environment. If you are uncertain whether this policy applies to you, please contact your direct supervisor.

4. **Related Documents**

N/A

5. **Contacts**

oihelp@rutgers.edu

6. The Policy

70.2.19 VOICE NON-CELLULAR TELEPHONE ALLOCATION AND EXPENSE

The University's non-cellular telephones are provided by the Office of Information Technology (OIT), which solely owns them.

I. Requirements

Non-cellular telephone allocation, charges and maintenance requirements are as follows:

A. Allocation

1. OIT may provide users with a non-cellular UC/VOIP telephone. The default model, which is allocated based upon an individual's business need, will be provided. The user may upgrade the model they receive at an additional cost and with appropriate managerial approval.
2. To obtain a different model, necessary forms must be completed and approved. Request forms that do not specify a valid billing index number will not be honored. Managers and Directors may not approve their own model upgrade.

B. Charges and Maintenance

1. Departments and Units are responsible for all charges incurred for non-cellular phones. The monthly phone charge is assessed on a per telephone device basis. If a single telephone line has more than one physical telephone device associated with it, each telephone device is billed separately.
2. OIT distributes telephone charges to individual departments via inter-departmental transmittal (IDT). Departments must provide a valid billing index(es) to OIT for the monthly IDT and review their monthly financial reports for appropriateness.
3. Non-cellular telephones are the property of the University. An inventory of all installed phones is maintained by OIT. When no longer used, phones must be returned to OIT to avoid incurring ongoing monthly charges.

Refer to the University's Telecom Expense Allocation and Usage Policy for further information regarding IDT and billing.

II. Responsibilities:

Departments are responsible for reporting to OIT any changes affecting telecom service, including changes to a user's status (e.g., termination or transfer).