

# OLD DOMINION UNIVERSITY

## University Policy

### Policy #3300

### UNIVERSITY TELEPHONE SYSTEM USAGE

**Responsible Oversight Executive:** Vice President for Administration and Finance  
**Date of Current Revision or Creation:** June 30, 2011

The purpose of this policy is to provide guidelines and procedures for the proper use of University owned telephones and services.

[Virginia Code Section 23.9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Old Dominion University Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Old Dominion University has executed a Memorandum of Understanding (MOU) with the Commonwealth Department of Accounts and Department of the Treasury relating to the decentralization of non payroll disbursements. The MOU documents the agreement in accordance with the Appropriations Act to delegate the operation of non payroll disbursement to Old Dominion University as part of a program to grant relief from rules, regulations and reporting requirements in the areas of finance and accounting.

Budget Unit Director The University employee on record with the Office of Finance Data Control as having signature authority and financial management responsibility for a specific budget code.

Collect Call A call received where the caller is requesting that the University be charged for the call.

Operator Assisted Call Calls or services requiring the assistance of an outside operator.

Progressive Discipline A system of

Third Party Billing A call made from a non University phone but charged to the University.

This policy applies to all employees, students, volunteers, employees of affiliated alle a l l t o b u t butallbu

Associate Vice President for Administration and Finance

[Old Dominion University Board of Visitors Policy 1450 – Faculty Sanctions](#)

[University Policy 1020 – Code of Ethics](#)

[University Policy 6600 – Standards of Conduct for Classified Employees](#)

[University Policy 6620 – Personal Use of University Materials or Funds](#)

