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Name:	Telephone Services – Call Detail Reports
Policy Number:	2-1006
Origin:	Information Technology Systems & Support (ITSS)
Approved:	1 April 1992
Issuing Authority:	Director, Information Technology Systems & Support
Responsibility:	Director, Information Technology Systems & Support
Effective Date	1 September 2007
Revision Date(s):	1 March 1993 1 September 2007

All telephone system call traffic is monitored by a PC based call accounting system. Reports detailing direct-dialled long distance calls are produced monthly for every University extension. Each department is accountable for all charges to the department and is requested to instruct individuals to identify any calls as third party recoveries. Third party recoveries represent calls that can be charged to a research grant, to an outside agency, or to an individual. A copy of the call detail report should be returned to the Financial Services with the appropriate calls indicated, the FOAP to be charged or attach a cheque payable to Saint Mary's University (outside agency/personal). If you encounter a questionable charge on your detail reports, please forward a copy to the ITSS Department Secretary, immediately for investigation.