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<b>Name:</b>	<b>Telephone Services – Facsimile (Fax) Charges</b>
Policy Number:	2-1008
Origin:	Information Technology Systems & Support (ITSS)
Approved:	1 April 1991
Issuing Authority:	Director, Information Technology Systems & Support
Responsibility:	Director, Information Technology Systems & Support
Effective Date	1 September 2007
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Each department is assigned the use of a Facsimile (fax) machine. Access will be made by using a departmental code assigned by ITSS. The Facsimile machine located in the Patrick Power Library is available as a backup and for all personal Facsimile transmissions.

University Facsimile machines are listed in SMUphone and the Internal Directory, within each departmental listing.

Facsimile costs will be reported to departments monthly and charged to your department's unrestricted budget lines.