



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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4 November 2002

MEMORANDUM FOR THE UNIVERSITY

SUBJECT: Telephone Moves and Changes

BACKGROUND: The University receives telephone services under a Department of Defense area-wide telephone contract with Verizon. A recent renegotiation of this contract lowered the monthly fees for each telephone connected to the service. However, it also greatly increased the fees paid for changing and moving existing phones. The current rate for moving an existing number varies from \$331.00 to \$385.00, depending upon whether additional hardware is required.

POLICY: It is understood that established phone numbers are frequently shared with colleagues and organizations in a manner that makes changes awkward. However, the increased cost of moving phones makes it necessary to limit the number of changes made. Therefore, it will be the policy of the University that telephone changes directed by the President upon recommendation of the Space Committee will be centrally funded. Other requests to move phone must be approved by the department chair or activity head and these moves and changes will be billed to the requesting activity. This will be accomplished utilization the attached form.

Vernon D. Schinski, Ph.D
Vice President for Teaching and
Research Support

Attachment: As noted

