Toll Call Authorization

CHARGING TOLLS

Long-distance telephone tolls may be charged to appropriate University accounts on the basis of employee authorization codes.

NOTE: Individuals may not use University-paid long-distance telephone services for personal telephone calls, even if the cost of the calls is later reimbursed.

Usage Report

Each month, THE WSU Information Technology Services (ITS) Telecom and Computer Service Center makes available online reports detailing and summarizing telecommunications expenditures for each budget/project. The reports detail all toll calls, providing dates, times, destinations, and callers' names (BPPM 85.42).

To view monthly statements beginning September 2016, go to the ITS Billing Statements website at:

pcr360.wsu.edu/cc

To view monthly statements prior to September 2016, go to the legacy ITS Online Statements website at:

statements.it.wsu.edu/

REQUESTING AUTHORIZATION

Administrators may authorize personnel to make toll calls by requesting an authorization code for each person requiring use of toll lines.

An administrator may also request setting up a telephone line as unrestricted, with all long-distance calls automatically associated with a specified user's authorization code.

Each authorization code is associated with a specified departmental budget-project account. Individuals who need to charge calls to more than one account may be assigned a different authorization code for each account.

To view current departmental telephone expense accounts, authorization codes, signature authorities, or delegates, go to:

pcr360.wsu.edu/cc
<table>
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<th><strong>Toll Call Authorization</strong></th>
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| **Request Authorization Code** | Use the ITS online service request form to add or delete a code or to change restrictions, budget, or employee information. Service request forms are available online from the ITS Service Request System website at: servicerequest.it.wsu.edu/  
Log in with Network ID and password, then  
Select the applicable new or current draft request, then  
Select the applicable service to add, change, or delete. Upon receiving the service request, ITS sends an e-mail request for approval to the department account's signature authority. |
| **Assistance** | For assistance with completing the online order form, contact ITS by telephone or online. |
| **Telephone** | Call CougTech; telephone 509-335-4357 (509-335-HELP). |
| **Online** | Complete the online Contact ITS form at: its.wsu.edu/contact/ |
| **Filing** | After notifying the employee of the new code and/or changes, the department files a copy of the e-mail notification of the approved request for telephone authorization codes. |