



**CVM
Policies and
Procedures
Handbook**

Subject: *Long Distance Service (LDS)*

Section: *Administrative*

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To Be Reviewed Yearly by: *CVM Committee on Policies
And Procedures*

Source:

Cross Reference:

LONG DISTANCE SERVICE

College of Veterinary Medicine

Use of College LONG DISTANCE SERVICE lines (LDS) for personal reasons, whether incoming or outgoing, is strictly prohibited. Anyone found violating this policy will be required to reimburse the College for the cost of the call.

Faculty/Staff LDS personal accounts may be obtained, subject to approval by the Unit Head. The user of the personal LDS account is totally responsible for the account and/or advising the Information Technology Services of any changes which will affect the billing of the account. Applications for personal LDS accounts may be obtained from the MSU Information Technology Services.

APPROVED: Kent H. Hoblet 4/29/11

Kent H. Hoblet, Dean

Date