

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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TELEPHONE SERVICES

1.1

REV 04/05

Finance and Administration

425.352.5235

OVERVIEW

Finance and Administration coordinates with UW Communication Technologies for the acquisition and service of new or existing UW Bothell telephone numbers.

POLICY

University departments must acquire or lease communication equipment and services from Communication Technologies. Use of University communication equipment and services is restricted to University business only in compliance with [RCW 42.52.160](#), [WAC 292-110-010](#), and [Advisory Opinion 97-04](#).

PROCEDURE(S)

Requesting Telephone Equipment or Service

Please call Finance and Administration at 425-352-5235, or email telephone@uwb.edu to request telephone installation, service, repair, or information.

- Dial tone is provided and wired by Computing & Communications Customer Care Center.
- Finance & Administration is responsible for equipment acquisition and campus dial tone.
- Customer is responsible for telephone jack installation fees.
- Customer is responsible for voicemail and other special feature fees.
- Customer is responsible for repair, including battery replacement. Any repair reports are subject to billing on a Time & Materials basis.

For a detailed list of the following services available, visit the [Communication Technologies' Web site](#):

- Area Codes and Calling Areas
- Cellular Phones
- Dialing Procedures, including long distance
- Telephone Features and their use



ADDITIONAL INFORMATION

[UW Administrative Policy Statement 55.8: “C&C Customer Care Center Policy”](#)

Finance and Administration.

Phone: 425.352.5235

E-mail: finad@uwb.edu

NEXT REV 04/06