

Office of the Senior Vice Provost
for Academic Affairs
and Human Resources



THE UNIVERSITY OF
ARIZONA.
TUCSON ARIZONA

cc: Lori
Team leaders
Preward
Jim F. 512 Administration
Tucson, Arizona 85721
(520) 621-3592
FAX (520) 621-9118

April 25, 1996

MEMORANDUM

TO: Deans, Directors, Department Heads and Business Managers

FR: Paul Sypherd, Sr. Vice President for Academic Affairs and Provost
Mike Cusanovich, Vice President for Research *mc*
Martha Gilliland, Sr. Vice Provost for Academic Affairs & Human Resources *MG*
Joel Valdez, Sr. Vice President for Business Affairs *JV*

RE: Policy Change - Telecommunications Services on Federal Grant Funds

This is to advise you of a University policy change that will affect the use of federally funded sponsored project accounts (FRS 300000 - 419999) for campus local telephone services.

We have been evaluating telecommunications service options in the context of restrictive federal regulations and potential audit exposure. As a result of this review, we have determined that several changes in telecommunications billing practices are appropriate. These changes, which are addressed below, will provide for additional flexibility in negotiating competitive rates and will improve business practices. Additionally, this will help the University position financially for new technological advancement.

Effective July 1, 1996, all charges for non-toll services (non-long distance telephone) provided by CCIT-Telecommunications to federally sponsored projects must be borne by non-federal accounts. All requests for new service and those not completed by June 30, 1996 must also identify non-federal funding.

This change affects non-toll services only. Examples of affected services include the following:

- Telephone equipment rental
- Monthly telephone service (i.e., dial tone, off-premise circuits and SLIPP)
- Voice mail
- Installations/moves of telephone and data communication lines

We understand that this will increase costs at the department level where the charges will now accrue. Thus, to mitigate the financial impact of this change, the University will allocate to departments one-time permanent budget to cover non-toll services to federal accounts. The amount allocated will be based on an annualization of March 1996 charges to federal accounts. Those departments who meet the specifications will be notified by the Budget Office of their increased budget allocation by May 31, 1996. Shortly thereafter, CCIT will provide a listing of affected accounts. Departments must then indicate a non-federal account number that will be charged in place of affected accounts. Please do this

April 25, 1996
Page 2 of 2

by fax, e-mail, or in writing by June 20, 1996. Again, this applies to installation orders in process as well as on-going service. Departments may contact Sheila Tostado at 621-4126 (Voice), 621-9222 (Fax), or tostado@lan.ccit.arizona.edu (E-mail).

This change enhances our ability to provide the best telephone and data communications services to the campus at the lowest possible cost. CCIT will continue to provide service to all campus units. The University continues to position itself for major technological advancements and the best long-term direction for telecommunications services.

If you have questions or need assistance for billing, please contact Ruth Holthaus, CCIT Coordinator, Financial Service, 621-2629 or holthaus@arizona.edu.

MWG/lko