



## Deactivation of the University of Maryland, College Park Policy and Procedures Concerning Telephone Credit Cards

**PRESENTED BY** Derek Richardson, Chair, IT Council

**REVIEW DATES** SEC – February 21, 2020 | SENATE – March 3, 2020

**VOTING METHOD** In a single vote

**RELEVANT POLICY/DOCUMENT** [X-3.02\(A\) – University of Maryland, College Park Policy and Procedures Concerning Telephone Credit Cards](#)

**NECESSARY APPROVALS** Senate, President

### ISSUE

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Telephone credits cards are no longer issued by the University nor are they available from telephone vendors. Therefore, a policy on their use is no longer needed.

### RECOMMENDATION(S)

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The University of Maryland, College Park Policy and Procedures Concerning Telephone Credit Cards (X-3.02[A]) should be deactivated.

### COMMITTEE WORK

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As part of a comprehensive review of campus information technology (IT) related polices, the IT Council (ITC) in consultation with the Division of IT (DIT) noted that the University of Maryland, College Park Policy and Procedures Concerning Telephone Credit Cards (X-3.02[A]) may no longer be relevant since the technology covered by the policy (telephone credit cards) is no longer used by the University.

The ITC consulted with DIT staff members to confirm if telephone credit cards are no longer used. DIT reported that the last of the phone credit cards were shredded 8 years ago (after several years of non-use). It was confirmed vendors discontinued them about a decade ago. The Vice President for Information Technology and Chief Information Officer was consulted and concurred that deactivation of this policy is appropriate.

Based on the above information, the IT Council voted at its December 18, 2019 meeting to recommend this policy be deactivated.

### ALTERNATIVES

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The Senate could decline to deactivate the policy. However, the policy could would likely cause confusion.

## **RISKS**

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There are no known risks to the University in deactivating this policy.

## **FINANCIAL IMPLICATIONS**

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There are no known financial implications in deactivating this policy.



## **X-3.02(A) UMCP POLICY AND PROCEDURES CONCERNING TELEPHONE CREDIT CARDS**

(Approved by the President August 1, 1991)

### **I. Policy**

Whenever possible, official calls should be dialed directly from University telephones. If business requires that calls be made from outside of the University system, or for conference calling arrangements with multiple off-campus parties conducting University business, a credit card may be requested from the Department of Communication Services. Credit Cards issued by the University may not be used to make personal calls.

### **II. Procedures for Obtaining Telephone Credit Cards**

The requesting department should prepare a memorandum containing the following information:

- A. Name of the person to whom the card is assigned.
- B. Accounting Unit and FAS number to which the card will be assigned.
- C. Signature of person with budgetary authority.
- D. Statement of need for a credit card.

The memorandum should be forwarded to the Department of Communication Services, Telecommunication Services, Campus.

### **III. Procedure for Reporting a Missing Credit Card or Suspicion of Misuse**

The card holder should immediately contact Telecommunication Services with the following information:

- A. name of card holder;
- B. department; and
- C. credit card number.

The credit card will be canceled. A new card may be issued if desired.

### **IV. Use of Credit Card**

When using a credit card, the individual placing the call should enter the credit card number electronically rather than requesting operator assistance.

### **V. Conference Calls**

As noted in UMCP Policy X-3.00(A), conference calls with more than three people located off campus need operator assistance. There is a charge for such assistance, and when a telephone operator is used the call must be charged to a credit card. University issued credit cards may be used for this purpose so long as the call is for official University business.