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#### 4.7

### PRIVATE TELEPHONE CALLS AND INTERNET USAGE

**Policy Number: 023A/06/04**

**Scope: The policy provides the financial rules and regulations applicable for the defrayal of private telephone calls and Internet usage.**

**Policy:**

#### GENERAL

The University accepts the reality that it is sometimes essential to make a few private telephone calls in the normal course of a business/working day and even to use the Internet for private purposes. SU does not fail to appreciate this reality and practice, but unfortunately cannot subsidise the associated costs and has to recoup the costs from the relevant staff member. The following procedures are applicable to the recouping of these costs.

#### PRIVATE TELEPHONE CALLS

##### **Budget funds**

The department's cost centre (account number 1135) is debited with the official and private telephone call costs each month by the Division Information Technology.

The costs for private calls must be recouped from the relevant staff members by the departmental head / head of division/executive head/discipline head and paid in on the balance cost centre at the Cashiers (e.g. Cost centre xxxB Account number 5597).

##### **Non-budget funds**

The researcher's cost centre (account number 1135) is debited with the official and private telephone call costs each month by the Division Information Technology.

The costs of private calls must be recouped from the researcher and paid into the relevant cost point at the Cashiers (e.g. Cost centre xxxx Account number 5597).

#### PRIVATE INTERNET USAGE

##### **Budget funds**

The department's cost centre (account number 2076) is debited with the official and private Internet usage each month by the Division Information Technology.

Private Internet usage must be recouped from the relevant staff members by the departmental head / head of division/executive head/discipline head and paid in on the balance cost centre at the Cashiers (e.g. Cost centre xxxB Account number 5597).

##### **Non-budget funds**

The researcher's cost centre (account number 2076) is debited with the official and private Internet usage each month by the Division Information Technology.

Private Internet usage must be recouped from the researcher and paid into the relevant cost centre at the cashiers (e.g. Cost centre xxxx Account number 5597).

##### **Contact Division:**

Information Technology

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