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STELLENBOSCH
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Finance Policy: Installation and Moving of Telephone Lines

Type of Document:	Policy
Purpose:	The policy contains the rules of SU with regard to the installation and moving of telephone lines.
Approved by:	Finance Committee
Date of Approval:	unknown
Date of Implementation:	
Date of Next Revision:	As required
Date of Previous Revision(s):	None
Policy Owner¹:	Chief Operating Officer
Policy Curator²:	Chief Director: Finance
Keywords:	Telephone lines, Installation of Telephone Lines
Validity:	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at www.sun.ac.za/policies

¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

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TELEPHONE LINES

Policy Number: 029A/06/04

Scope: The policy contains the rules of SU with regard to the installation and moving of telephone lines.

Policy:

Applications for the installation of additional telephones or for moving existing telephones must be submitted to the Division Information Technology a month in advance by sending an email to telecom@sun.ac.za.. These applications must include the extension number (if relevant), SU number of user, building(s), room number(s), department, cost point and the date on which the installation/move must be carried out.

Telephone numbers are linked to a venue and not to a staff member. Telephone numbers will only be moved in exceptional cases. The costs of the move shall be funded by the department/division concerned.

Installation costs for new, additional telephone lines shall be funded by the department/division concerned.

Installation and moving costs as a result of a new building, the extension of an existing building, or the refurbishment of an existing building will be funded by the project concerned.

Contact Division:

Information Technology
