

	Columbia Public Schools Columbia, Missouri	PROCEDURE	NO.	762
			DATE	07/01/98
			REVISION NUMBER	9
			REVISION DATE	01/02/13
Subject: TELEPHONE LONG DISTANCE ACCESS CODES				

- A. Long distance calls (including “800” number calls) can only be made on the District telephone system by using an access code. If approved by the employee’s supervisor, an access code may be issued to an employee.
- B. To obtain a long distance access code, the employee’s supervisor must send an email to the HelpDesk requesting the code to be issued. The request must include the following information:
 - Name of employee needing access code
 - Employee’s CPS ID#
 - Employee’s CPS phone extension (or voicemail extension)
 - District location of employee

The employee must have a CPS email address before an access code can be assigned. CPS email addresses are set up through Technology Services.

After the request for a long distance access code is received and entered into the telephone system, an access code is set up and sent to the employee via email.

A **Long Distance Call Log** for keeping a record of all long distance calls made is available on the Business Services website (See sample.) Employees are required to reimburse the District for all personal long distance calls made. (See Procedure No. 760.10.)

- C. **A long distance access code is to be kept CONFIDENTIAL (the employee should not share this code with anyone).** Each employee is responsible for all calls made with their access code and must review monthly telephone reports. If any discrepancies are noticed on a telephone report, such as calls not made by the employee, those discrepancies must be reported to the Technology Services office.
- D. To place a long distance call on the District’s telephone system, use the following steps:
 1. Dial *99,
 2. Enter 5-digit CPS phone extension (or voicemail extension) and the # key,
 3. Enter 5-digit CPS ID number and the # key, then
 4. Dial “81” plus the area code and 7-digit telephone number.
- E. For questions or problems with long distance access codes, contact the Technology Services Help Desk at extension 25888.

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LONG DISTANCE CALL LOG

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