**Long Distance Authorization Codes**

**Summary/Purpose:** Defines the acquisition and use of a long distance authorization code for making business related long distance calls.

A long distance authorization code is needed to process long distance call that is not toll free (800, 877, and so on). Please submit a request through SAP, by e-mail or sending a memo to the Telecommunications Center requesting a code. This code **MUST NOT** be used for personal calls. Should a person mistakenly use a University authorization code for a personal call, that person should reimburse the department for the cost of the call and 7% sales tax. Employees have 30 days to review and compensate the University for personal calls placed on their departmental long distance code. The department should deposit the funds in the departmental fund or cost center. Telecommunications should be notified of this mistake and credited for the taxes, which will be reported to the State Tax Commission. Departments can access the web site at [https://teoffice.olemiss.edu](https://teoffice.olemiss.edu) and print out a copy of the monthly call detail for long distance calls. It is important that each individual check their listing to find out if they and not someone else made all calls on the report. If suspicion arises that an authorization code is being used illegally, please notify the Telecommunications Center immediately and it will be removed from service. You will be assigned a new authorization code immediately.

University authorization codes should be safeguarded. If you think that a code has been compromised, please contact the Telecommunications Center immediately.