
**PERSONAL LONG DISTANCE TELEPHONE,
CELLULAR USE AND FAX CALLS**

PURPOSE: To provide guidelines for the personal use of BSU telephones for long distance calls, personal cellular phone use, and fax machine usage.

- I. The State of Idaho offers a long distance discount program for state agencies. This is a cost savings program for state agencies to use for state business only.

If it is necessary to make a personal call on a department owned or leased cellular phone, make a long distance call, or use the fax machine, the person responsible for the telephone and fax account in your department should be notified of the date, location, and telephone number of the call placed. When the monthly telephone print out is received, the employee is responsible for paying the charges of these services to BSU Administrative Accounting.