754.6 SUBJECT: REQUEST AND USE OF FACSIMILE EQUIPMENT

1 OBJECTIVE:
A. To describe the procedure necessary to request and obtain Facsimile Equipment.
B. To ensure requests are consistent with the overall technical direction of City-wide telecommunication systems.

2 AUTHORITY:
This procedure amended by City Council September 15, 2003.

3 DIRECTION:
Network Support Manager receives direction through the Systems & Networks Senior Manager

4 METHOD OF OPERATION:
A. Facsimile equipment will be used for City business purposes only. Every effort will be made to keep long distance usage to justifiable business purposes only. Personal use of City-owned facsimile equipment is NOT authorized. Excessive use should be reviewed by the supervisor for evidence of misuse and is subject to disciplinary action.

B. Requests for facsimile equipment must first be approved by Management and Budget. Upon request, the Technology Management Division will provide a cost estimate on a Technology Management Equipment Request Form.

C. SUNCOM circuits shall be used to the greatest extent possible for all long distance facsimile communications.

D. Purchases will be made through the contracted vendor only, by the requesting Department/Office, using normal Purchasing and Materials Management Procedures. The Network Support Manager will be responsible for coordinating telephone line feature changes and/or number changes for facsimile equipment when notified. The repair, maintenance and/or change in service costs will be borne by the requesting Department/Office/Division. Report all troubles with facsimile equipment to the Technology Management Division Call Center at 246-2600.

E. Training in the proper use and operation of facsimile equipment is the responsibility of the acquiring Department/Office/Division.

F. Facsimile equipment will be individually tagged with City asset numbers by the acquiring Department/Office/Division

5 FORMS:
Technology Management Equipment Request Form

6 COMMITTEE RESPONSIBILITIES:
None.
REFERENCE:

EFFECTIVE DATE:
This procedure effective September 15, 2003.