



Stellenbosch

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Installation and moving of telephone lines



forward together
sonke siya phambili
saam vorentoe

Implementation date: 5/4/2009

Installation and moving of telephone lines

Type of document:	Policy
Approved by:	Finance Committee
Date of approval:	5/4/2009
Date of implementation:	5/4/2009
Date of next revision/frequency of revision:	As needed
Previous revisions:	None
Policy owner¹:	Chief Operating Officer
Policy curator²:	Chief Director: Finance
Keywords:	Telephone Lines
Validity:	The English version of this regulation is the operative version, and the Afrikaans version is the translation.

¹ Rules Owner: Head(s) of Responsibility Centre(s) in which the rules functions.

² Rules Curator: Administrative head of the division responsible for the implementation and maintenance of the rules

4.6

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
