



LONG DISTANCE ACCESS CODE AUTHORIZATION

Long Distance Access Codes are assigned by Tulane's Telecommunications Office for the purpose of making long distance calls for University and/or student organization business only. Please read the following description of responsibilities that are assumed by completing this form and agreeing to abide by the guidelines for Long Distance Access Code use.

The undersigned agrees to the following:

- To assume full responsibility for all calls made on the long distance code to be released. Phone codes issued to organization members are to be used for University business related to student organizations exclusively. All phone codes are to be kept confidential. Organization members are liable for calls made on their codes by any unauthorized parties who gain access to the code.
- To keep a log of all business phone calls on the Long Distance Access Code Use Log provided by Student Programs. The organization treasurer/business manager will be responsible for reviewing the log entries and the summary of access code usage provided by the Telecommunication Office. The treasurer/business manager, assisted by the organization adviser, will verify phone calls and access code usage on a periodic basis.

Print Name _____ Date _____

Signature _____ E-mail _____

Organization _____ Position Held _____

Account # _____

Adviser's Signature _____

Date _____

For Office Use Only	
_____	_____
Student Aide	Date

