

<b>Procedure Title:</b>	DHS State Issued Phone Cards				
<b>Procedure Number:</b>	DHS-030-008-01	<b>Version:</b>	2.0	<b>Effective Date:</b>	06/17/2002

DHS Chief Administrative Officer

06/17/2002

Approved By: (Authorized Signer Name)

Date Approved

## Procedure

Step	Responsible Party	Action
1.	Manager	Manager/Supervisor approves for you to have a phone card. Contact DHS Telecommunications Coordinator that you want a phone card issued. Supply the following information via email (contact information below) request: Staff members complete name (as it appears in their personnel record), position number, program index/cost center of staff member, main telephone number for location of staff member, and address to send calling card when received by DHS Telecom.
2.	DHS Telecom coordinator	Telephone Service Order is written requesting a phone card for the individual.
3.	Manager	Phone card received and logged on <u>Employee Assigned Property Form</u>
4.	Manager	Notify DHS telecom for the following actions: If an employee resigns or employment is terminated with DHS, placed on extended administrative leave or if there are billing changes. A TSO is generated to cancel the card.
5.	Manager	Manager removes phone card from employee's Employee Assigned Property Form. Cuts up card and disposes of it.

### Policy that applies:

[DHS State Issued Phone Card](#)

### Form(s) that apply:

[DHS 0050, Employee Assigned Property form](#)

### Contact(s):

**Name:** Statewide Telecom; **Email:** [dhs.telecom-statewide@state.or.us](mailto:dhs.telecom-statewide@state.or.us)

### Procedure History:

- **Version 2.0:**

06/17/20002 Revised

- **Version 1.0:**

02/15/2002 Initial Release

**Keywords:**

(List keywords here that might be used by someone to search for this policy on the internet)

