

VIKING UNION FAX MACHINE

The Viking Union fax machine is located in the Publicity Center (P.C.), VU-114. The P.C. Coordinator oversees its operation, product distribution, policies, procedures, budgeting, consumables and maintenance. Repair and technical assistance are the responsibility of the Media Engineer.

A. OPERATIONAL ACCESS

The Viking Union fax machine may be operated by trained, authorized operators only. The intent of this access limitation is to minimize the possibility of incorrect, mechanically damaging, or illegitimate transmissions. Authorized operators include all P.C. employees working in the reception or desktop publishing areas. In addition to these, the following VU staff will be trained and authorized to operate the fax machine:

- a. Administrative Support Manager
- b. Viking Union Secretary Lead
- c. Associate Director - Operations
- d. Fiscal Technician
- e. Media Engineer
- f. Publicity Center Coordinator

Operation of the fax machine by the individuals above is limited to times when no qualified P.C. staff member is present or available, or in the event of confidential or time-sensitive material.

B. CUSTOMER ACCESS

1. The VU fax machine may be used by all VU and Associated Students (A.S.) budget authorities for official business of either the VU or the A.S., and by select individuals, (i.e., VU Eateries), as determined by the P.C. Coordinator.
2. Members of the University community (WWU, Northwest Indian College and Whatcom Community College students, and WWU faculty and staff) may access this service for personal faxes.
3. Fax transmittals will be considered confidential. However, if the materials to be faxed are of questionable legality, permission from the Publicity Center Coordinator must be obtained prior to transmittal.

C. BILLING

1. Charges incurred for use of the fax machine are billed monthly through the VU Finance Office from information provided on the fax request form. The customer must provide the P.C. with a budget code from which funds may be expended for faxing costs and the signature of the respective Budget Authority. Faxes may not be sent without both an official budget code and the Budget Authority's signature.
2. Vouchers for personal faxes will be available at appropriate locations on campus, and are redeemable for faxing services in the Publicity Center.

D. BUDGETARY

Revenues from the Viking Union fax machine will be deposited into P.C. Fax budget 41001-8656-850AUX-ASBGAJ. Supplies are provided under the P.C. Administration budget, 41001-8656-850AUX-ASBGAA until material use costs can be analyzed, at which time materials may be purchased against actual revenues.

E. RECORD KEEPING

Tracking of faxes occurs through three (3) checking systems:

1. The fax request form, containing all the information sent on the fax cover sheet in addition to the requestor's signature and budget code; this sheet is forwarded to the VU Finance Office to be paid, then back to the P.C.
2. The P.C. Fax Log Book where a record of all fax transactions is kept.
3. A daily journal printout from the fax machine showing all activity of the machine over the last twenty-four hours, to be kept on file in the P.C. In addition to these systems of tracking, the customer receives their fax cover sheet and faxed materials back, stamped with a verification of transmission if the fax was successfully sent.

F. PRICING

The price of sending a fax will be set by the A.S. Facilities and Services Council and published separately from these policies. There will be no charge for the cover sheet. Receiving a fax is free. Costs incurred for long distance faxes will be monitored by a dedicated long distance code. Faxes sent internationally require an international SCAN number provided by the customer. International faxes are subject to the same per page cost.

Viking Union/Student Activities/Associated Students
Policies & Procedures

Interpretation and Enforcement: Facilities and Services Council

VUFAX.POL

Approved By: Facilities and Services Council

Date Approved: 02/09/94

Organization: Viking Union/Student Activities

***currently under review**