

AS FAX MACHINE

The Associated Students fax machine is located in the Publicity Center (PC), VU-411. The PC Coordinator oversees its operation, product distribution, policies, procedures, budgeting, consumables and maintenance. Repair and technical assistance are the responsibility of the VU Technical Services Department.

A. OPERATIONAL ACCESS

The AS fax machine may be used by trained and 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 PC employees working in the reception or desktop publishing areas. In addition to these, AS Coordinators may be trained and authorized to operate the fax machine by contacting the Publicity Center Coordinator.

Operation of the fax machine by non-PC employees is limited to times when no qualified PC staff member is present or available, or in the event of confidential or time-sensitive material.

B. CUSTOMER ACCESS

1. The AS fax machine may be used by all Viking Union and Associated Students (AS) budget authorities for official business of either the VU or the AS.
2. Members of the University community (WWU, Northwest Indian College and Whatcom Community College students, and WWU faculty,, staff, and members of the Alumni Association) may access this service for personal faxes at the current rate.
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. Fiscal

1. Vouchers for personal faxes will be available at appropriate locations on campus, and are redeemable for faxing services in the Publicity Center.
2. Revenues from the AS fax machine will be deposited into, and supplies are provided under the PC Administration budget, 41001-8656-850AUX-ASBGAA.

D. RECORD KEEPING

Tracking of faxes occurs through 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 PC. 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 AS Facilities and Services Council and published separately from these policies. There will be no charge for the cover sheet. Receiving a fax is free for official AS/VU business. 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.

Interpretation and Enforcement: Facilities and Services Council

VUFAX.POL

Approved By: Facilities and Services Council

Date Approved: 02/09/94, 4/05

Organization: Viking Union/Student Activities