

SUNY Oswego
CTS ~ Telecommunications Office
Contract for Employee Business/Personal PBN

PLEASE PRINT CLEARLY

Name \_\_\_\_\_ Campus ID # \_\_\_\_\_

Dept. Name \_\_\_\_\_ Home Address: \_\_\_\_\_

Dept Function # \_\_\_\_\_ Street Address \_\_\_\_\_

Building \_\_\_\_\_ Room # \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Private Ext# \_\_\_\_\_ Published Ext# \_\_\_\_\_ Home Phone # \_\_\_\_\_

SUNY Oswego Email Address \_\_\_\_\_@oswego.edu
You must notify our office of any change(s) of address, campus or home.

This form is a contract for a confidential Employee Department and/or Personal 7-digit PBN (Personal Billing Number). A PBN is needed to make any off-campus calls, including local, long distance, and toll free calls.

Local and long distance calls will be billed to you and/or your department on a monthly basis. You are responsible for payment of service on your personal account. Do not share your PBNs with anyone, employee or student. Any calls made with your PBNs are your responsibility.

To obtain a Department PBN our office must have written authorization from your department's chairperson. {Please refer to #1 on reverse side}.

You may disconnect your PBN at any time, providing you submit written notice to the CTS ~ Telecommunications Office. Deactivation will be made promptly.

Have you ever received a PBN before? (Please circle one) YES NO

Please circle the appropriate category: Full-Time Employee Part-Time Employee

Student Employee Graduate Assistant Other: \_\_\_\_\_

Please select which PBN (s) you are applying for:

- Department PBN: \_\_\_\_\_
Personal PBN: \_\_\_\_\_

ACKNOWLEDGMENT

I have received and read the terms and conditions, stated on the back of this form, and agree to assume full responsibility for all charges, calls, and taxes incurred. In addition, I assume responsibility for the use of any services that I have requested. Upon receipt of the monthly bill, I agree to render payment by the due date specified on the telephone statement. Any past due balances MUST be paid in full before my application for services will be processed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby authorize the above named employee to receive a PBN to be billed to the department function number stated above.
Dept. Chairperson or Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUNY Oswego**  
**CTS ~ Telecommunications Office**  
**Terms and Conditions**

SUNY Oswego is pleased to furnish campus telephone service. Local and long distance service will be provided, subject to the following conditions:

1. **RESPONSIBILITY** – Each employee must complete an application form in full and submit it to the Telecommunications Office in order to receive a confidential personal 7-digit PBN (Personal Billing Number). In order to receive a departmental PBN, Telecommunications must receive a letter/form from the department chairperson authorizing our department to issue a PBN to the employee to be billed against departmental funds. The letter must state: employee's name, campus ID number, department name and the department number, which the services will be billed against. Or you may use a "Request For Business Authorization Code" form, which is available in the Telecommunications Office. Once issued, the employee becomes fully responsible and liable for all calls charged to their PBNs until such time the employee gives written notice (in person) to the Telecommunications Office to disconnect their PBNs. If an employee should lose their PBNs or suspect's theft or misuse of the PBNs, that employee must immediately notify the Telecommunications Office in person AND in writing. Upon receipt of written notification, the old PBNs will be disconnected and new PBNs will be issued. The employee is responsible for payment of all charges on their bill until the time the PBN is reported lost or stolen to Telecommunications. ***Do not share your PBNs with anyone, employee or student. Any calls made with your PBNs are your responsibility.***
2. **DISCONNECTION** - You may disconnect your PBNs at any time, providing you submit written notice to the CTS ~ Telecommunications Office. Deactivation will be made promptly.
3. **BILLING** – Local and long distance calls are billed against your PBNs on a monthly basis. Every employee with activity on his or her personal account is sent a monthly bill statement dated the first of the month. Every bill has a predetermined due date of the 22<sup>nd</sup> indicated on the invoice. The bill is mailed to their campus address. It is the employee's responsibility to notify Telecommunications of any change of address or if they have not received their bill. Should the 22<sup>nd</sup> fall on a weekend or holiday, the due date will be the following business day.
4. **RATES** – Local calls are billed at 10¢ for the first 3 minutes, and 3¢ for each additional minute. Long distance calls are billed at a 15% discount off AT&T long distance rates (7¢ to 33¢ per minute depending on the time of day of the call). International calls are billed at a 50% discount off AT&T international rates.  
Local Calls within the 315 area code include phone numbers with the following exchanges 207, 216, 236, 312, 326, 341, 342, 343, 349, 402, 529, 532, 561, 564, 591, 592, 593, 596, 598, 602, 746, 963.
5. **PAYMENT** – Payments can be made in cash, check {made payable to 'SUNY Oswego'}, certified funds or by credit card; Discover, MasterCard, Visa are accepted (American Express will be accepted beginning in Sept. 2006). Payments can be made by mail, in person (105 Culkin Hall) or by our automated credit card line (315) 312-2273. A payment drop box is located in the lobby of Culkin Hall next to room 105 for your convenience. **Please do not put cash in the drop box.**
6. **DELINQUENCY POLICY** – If payment is not received by the due date, you will be sent a written notice that your account is delinquent and will be subject to a \$10.00 late fee. Should this notice be ignored, your account will be assessed the late fee, be subject to payroll deduction and your personal PBN will be disconnected if left unpaid. Once employment has been terminated, any account with an outstanding balance will be sent to our collection agency for processing.
7. **RETURNED CHECKS** – When a check is returned from the bank the amount of the check will be reapplied to your account and a \$20.00 penalty will be assessed. Telecommunications will **NOT** resubmit any returned checks.
8. **MISUSE OF SERVICES/FRAUD** – Fraudulent use of the telephone system including voice mail is considered a misdemeanor under the penal codes of the State of New York and is punishable by up to 1 year imprisonment and/or \$1,000 fine. The provision of telephone service is subject to federal, state and local regulations. Employees may also be subject to SUNY Oswego disciplinary action, if necessary. If voice mail service or PBNs are abused or misused in any way, the voice mailbox or PBNs will be disconnected immediately.