

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 will receive a monthly email notification to your SUNY Oswego email address when your personal bill is available to be viewed online via our Telecommunications Web Portal (<http://myphone.oswego.edu>). 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 email notifications, 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). To receive a Business PBN, your supervisor or the chairperson of the dept can either sign the front of this form, or they may send a memo. The memo must state: the employees name, campus id number, campus ext., dept. name, and the dept. account number to be charged for the services to be billed against. Once issued the employee becomes fully responsible and liable for all calls charged to their PBN's until such time the employee gives written notice (in Person) to the Telecommunications office to disconnect their PBN's. If an employee should lose their PBN or suspects theft or misuse of the PBN, that employee must immediately notify the Telecommunications Office in person and in writing. Upon notification the old PBN's 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 PBN's with anyone, employee or student. Any calls made with your PBN's 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 balance on his or her personal account is sent a monthly email notification to their SUNY Oswego email address, when their bill is available to view online. You can view the bill at <http://myphone.oswego.edu>. Select the Customer Web Portal and login using your SUNY Oswego username and password. It is the employee's responsibility to notify Telecommunications of any change of address or if they have not received the monthly notifications. Every bill has a predetermined due date of the 22<sup>nd</sup> of each month. 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, 297, 341, 342, 343, 349, 402, 529, 532, 561, 564, 591, 592, 593, 596, 598, 602, 746, 806, 887, 963.
5. **PAYMENT** – Payments can be made in cash, check {made payable to 'SUNY Oswego'}, certified funds or by credit card; Discover, MasterCard, Visa and American Express. Payments can be made by mail, in person (102 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 email notification 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.