

## **Telecommunications Acquisition, Installation and Repair Policy**

Applies To: All  
Issued By: AVP for IT  
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### **Policy**

The acquisition, installation and repair of all Telecommunications products and related devices that are to connect to the University's telephone system must be coordinated through the ITS-Telecomm department.

Any equipment acquired without the approval of the ITS department will not be connected to the University's telecommunications network.

Requests for repair are to be submitted into the University's ITS Help Desk system and to be processed by the ITS-Telecomm department.