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|  | **University & Revenue Accounting****STATE UNIVERSITY OF NEW YORK****AT FREDONIA** | GUIDELINE NO: 710 |
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| LAST REVISED: 04/17/2015 |
| TITLE: Pin Codes |

# Purpose

The purpose of this guideline is to define a procedure by which employees or departments are assigned business and personal pin codes.

# Scope

Pin Codes are assigned to those employees or tasks for which business and/or personal phone calls, photocopies, and/or fueling of state vehicles will be utilized. Monthly pin code usages are tracked and cross referenced to department codes, which is then used to create a recharge to the appropriate department.

Pin code(s) are confidential and are NOT to be shared between users.

# Procedure

* The requesting department’s clerical staff, Dean, Chair, Director, Vice President, or President will send an e-mail to Revenue Accounting requesting a pin code to be assigned.
	+ The e-mail must contain the employee’s first and last name, eServices UserID, account to be charged, and what the pin code will be used for (i.e. phone calls and/or photocopies or photocopies ONLY).
		- If an explanation of usage is not stated, the employee will be automatically assigned a business and personal pin code for phone calls and photocopies.
* The Revenue Accountant will assign the next available pin code(s) and notify
	+ - The requestor via an e-mail reply that the pin code(s) have been assigned
		- Accounting Clerk II responsible for monthly recharges
			* Clerk II will mail the employee a “confidential” letter containing their assigned pin code(s) along with an Administrative Dialing Instructions card.
		- Director of University Services
			* University Services will log the business pin code for state vehicle fueling purposes (should the employee request the use of a state vehicle in the future)
* **It is the department’s responsibility to notify Revenue Accounting when a pin code is no longer needed in their department.**

# Documentation Required

* An e-mail from the requesting department to the Revenue Accountant.

If you have any questions regarding this procedure, please contact Revenue Accounting via e-mail or by calling Ext. 3776