

## 4. Billing Services

### **A. Billing for Telephone & Data Network Service**

1. The Communications and Network Systems Business Office handles all internal and external communications purchases and related billing for the University of Kentucky.
2. Billing is done each month through the University's accounting system which applies the charges to the departmental cost centers provided to fund the service. All billing is done on a monthly basis and covers all monthly telephone charges including lines, long distance and features as well as cellular and paging contracts, network access fees, and work order charges that include all labor and materials for requested work. Examples of charges related to work order billing are installs, pulling cable or wire and performing other requested work
3. Authorized external customers receive a statement from CNS and repay the University of Kentucky by check or credit card.
4. Access to monthly Communications bills is available by logging on to: [http://www.uky.edu/IT/CNS/if\\_cos.html](http://www.uky.edu/IT/CNS/if_cos.html) (this site provides billing detail by department number).
  - A. To obtain access to view the departmental telephone billing, please go to: <http://cmsweb.uky.edu/newuser.html>, and click on "Cost center Request Form"
  - B. To obtain access to view cost center reports, please click on the "Request a Cost center" link on the left sidebar and follow the given instructions.
  - C. Once the online access is approved, log on to: [http://www.uky.edu/IT/CNS/if\\_webrep.html](http://www.uky.edu/IT/CNS/if_webrep.html) (This site provides detail by cost center number and work order number).
5. Employee Reimbursement to the University
  - A. University telephones and related services are to be used for official University business only. The costs of any personal calls placed on the University's long distance network should be reimbursed to the University.

- B. Cellular telephones are furnished to an employee for the purpose of conducting university business. Additional information on cellular phones is contained in the Business Procedures section Q-1-2.

**B. Communications & Network Systems Rates**

- 1. Rates for Services on the Communications and Network Systems are available on the website at: <http://www.uky.edu/IT/CNS/rates/rates.html>

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