

VIKING UNION ADMINISTRATIVE OFFICE

The Viking Union offices provide support services to all student use of Viking Union facilities.

A. TELEPHONES

1. Administrative telephones are for the use of office occupants and, as a courtesy, persons needing to make campus and local calls.
2. SCAN, WATTS and long-distance calls may only be made by office personnel for official business purposes.

B. PHOTOCOPYING

1. Viking Union administrative personnel and Associated Students' designees will be allowed to operate the photocopiers.
2. All personnel operating the copiers must be checked out on operating procedures.
3. A user number specific to each group with approved funding will be issued each academic year.
4. The copiers are to be used for business purposes only.

C. KEYS

1. Keys giving access to the Viking Union will be signed out to those Administrative Office personnel, Associated Students personnel, and personnel using reserved or leased space, as determined by the VU Director and Associate Director - Operations, and in accordance with the Key Issuance Policy.
2. Keys allowing access to student offices will be issued to those persons listed on the "Office Access List" (which should be updated quarterly or as new members need access), in exchange for a current valid student ID, driver's license, or other identification.

Interpretation and Enforcement: VU Administration

VUADMIN.POL

Approved By: VU Administration

Date Approved: 11/22/91

Organization: Viking Union Administration

***currently under review**