FISCAL MEMORANDUM 97-18

TO: Administration
   Information and Technology Exchange Center
   Division/Centers

SUBJECT: Computing and Information Services Modem Accounts

   Effective September 1, 1997, Computing and Information Services (CIS) will begin charging 2.08 per month ($25.00 yearly) per modem. These charges are for modems that are being used in the home of a TTI employee for official TTI business only. These modem accounts may not be used for personal use, even if reimbursement would be made to TTI. A private company must be sought for personal use.

   As all modem account charges must be paid from a TTI Division/Program account, please ensure that the appropriate program manager or division head signature is obtained prior to submitting the form. To request a modem account, please use TTI Form CISMOD which is found on G:\FORMS. Also, a CIS Request Form will need to be completed. Please submit both forms to the Property Manager in the Business Office.

   Employees that are given permission to have a modem account are responsible for notifying the Property Manager in the Business Office when their employment ends so that the account can be closed.

   If you have any questions, please call Glenda Evans at 845-1716.

Don Bugh
Associate Agency Director