

Telecommunications Statements – follow-up on personal long-distance phone charges.

- 1) Department Administrative Secretary receives monthly Telecommunications Statement, and reviews it for long distance charges.
- 2) Notifies person who made the long distance calls that the charges have been made. The notification can be done either by paper or electronically by email. Notification is given by providing the person with a copy (paper or electronic) of the telecommunication statement, and a notice that reads:

Attached is a copy of the Telecommunications Statement for your phone extension, for the period x/xx/xx to x/xx/xx. Please review it, identify any charges for personal long distance phone calls, and reimburse the appropriate amount by making a deposit at the Bursar's Office. The account number you will need for the deposit is #0551-0010-XXXX-XX. Please return a copy of the statement and the receipt from the Bursar's office to me. If the long distance charges are not for personal calls, please indicate that and return this notice to me.

- 3) Person who receives this notification responds to it by either identifying charges that are for personal calls, or stating that all the calls are business related.
- 4) For any personal calls, the person reimburses the amount of the charges by depositing the payment at the cashier's office. Administrative Secretary will provide the account number to use for the deposit.
- 5) Receipt from the deposit is returned to the Administrative Secretary.
- 6) Administrative Secretary keeps a record of the responses, and the reimbursements.