

# 01  
LL 247605

DJBC-E-1

### **TELEPHONE CALLS**

It is important to report all long distance telephone calls for two reasons.

- (a) only authorized long distance calls are made
- (b) the School Division is only billed for authorized calls.

All staff making calls should complete a slip (DJBC-E-1) and forward it to the school office.

The Accounts Payable Department (Board Office) will forward a copy of all telephone billing(s) to each school on a monthly basis.

The Principal or Designate should review all telephone billing(s) and long distance charges on a monthly basis.

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