

St. James Assiniboia School Division  
2574 Portage Avenue, Winnipeg, Manitoba  
R3J-0H8 PH:888-7951

## **TELEPHONE SERVICES**

Long distance telephone calls including calls via fax machines should be for School Division business purposes only. Schools should complete a Long Distance phone call form for all long distance calls (phone and fax) and forward it to Accounts Payable at the Board Office for verification and matching purposes to the next phone bill.

If emergency personal long distance or fax calls are made, reimbursement must be made to the school.

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