

## Long Distance Telephone Policy

Long distance telephone usage is for business purposes. Monthly bills are processed by department by extension number. These bills are on E-Print every month for departments to access. It is each department head's responsibility to review this bill monthly. The department head should request employees in his/her department to review their calls. For your convenience, attached is a copy of a telephone log that may be used by each employee who makes a long distance personal call (see link below). The log then can be verified against the monthly bill. All personal calls should be paid for by the individual. The employee should make payment at **La Cap Federal Credit Union**. A copy of the receipt should be given to the department head to attach to the monthly bill. Once the employees and the department head have completed the review process, the department head should retain a copy for his/her records. The records should be kept for at least three (3) years. These records may be required for audit purposes. [**Long Distance Phone Log**]