



Record of Personal Long Distance Phone Calls

Instructions:

1. Please type or print in ink.
2. Complete for all personal long distance phone calls only.
3. Submit two copies to the Pay Station by the 5th of each month for all personal calls made during the previous month.

Employee Name _____ Ext. # _____ Room # _____

For Month Of _____ Year _____

Date	Area Code	Phone #	Station – S Collect – C	City	State	Amount
Total Amount Due						\$

I certify that this is an accurate account

Signature _____ Date _____

FOR FINANCIAL SERVICES USE ONLY

PERSONAL TELEPHONE CHARGES

Your personal telephone charges are listed above. Please remit the total amount due within ten days from the date of this notice. Send to the Pay Station, Room 3110 or call Ex. 4292 if you have questions. Thank you.

Invoice Date _____ Amount Due _____