

## **PERSONAL LONG DISTANCE AND CELLULAR TELEPHONE LOG**

Telephones shall be used to conduct official BOCES business. It is recognized that there may be occasions when a phone will be used for personal use; however, the BOCES must be reimbursed for all personal long distance and cell phone calls made on any telephone paid for by the BOCES.

By the **first of each month**, a Personal Long Distance and Cell Phone Call Log must be submitted by each employee who used a BOCES phone for personal calls the previous month.

All such calls shall be listed. The log is to be submitted to the Telephony Services Unit located at NERIC. An internal invoice will be created based on the log and returned to the employee for payment.

The employee will have ten (10) days after receipt of the invoice to render payment to the Telephony Services Unit located at NERIC. Payment is to be made by check made payable to "Capital Region BOCES".

Copies of the Telephone Log/Invoice may be obtained from your Division Director's office or the Telephony Services Unit at 862-5338 (Linda Klime).

