

RECORD OF LONG DISTANCE TELEPHONE CALLS

STATEMENT DATE: _____

Attached are copies of long distance telephone charges made against your number for the billing period indicated. Please review the bills and indicate with a check the appropriate response listed below:

The long distance calls were incurred on school business.

The following discrepancies were found:

1. Date _____
2. Line # _____
3. Page # _____
4. Amount _____
5. Correct Action _____

(if required, use a separate page)

Principal

(Original to be on Yellow Paper)
Please return to the Division Board Office as soon as possible.