

SUBJECT: Long Distance Calling Procedure

GENERAL:

School Board Policy 6G6-3201 states that “all long distance phone calls made for School Board and/or school business shall be properly logged and accounted for at each administrative location. Employees shall not make personnel long distance phone calls and charge them to the School Board phones”. This procedure explains how long distance calls must be logged and accounted for at all locations.

A. Making Long Distance Calls

1. Dialing direct should only be done when approved by the appropriate administrator.
2. Use directory assistance with care. This service is very costly to the District. Directories are available from Telecommunications Services.
3. No third party calls will be charged to SBBC telephone numbers. Third party calls are those made outside of the office where the operator is asked to charge the call to the School Board.

If an official call must be made from outside the school phone system, it must be made by charging the call to their home phone and obtaining reimbursement by submitting to Accounts Payables, a copy of the itemized bill and a properly authorized check request in the amount of the reimbursement.

B. Logging Calls

1. Every long distance call must be logged by the person making/originating the call.
2. Every call that appears on the long distance listing must be accounted for at each location.
3. Long distance calls must be logged on Form 3035B (see attached) at the time the call is made as follows:
 - a. School/Department-enter name of school/department.
 - b. Location Code – enter eight digit location code.
 - c. Month-enter month and year for which log is being maintained.
 - d. Date-enter date call is made.

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B. Logging Calls (continued)

- e. City Called-enter city called.
- f. No. Called-enter access code and phone number called.
- g. No Calling From-in this column you should enter the number from which you are calling.
- h. Person/Business Called and Purpose-enter person called and the purpose of call. Example-"John Smith/FEFP Funding for current fiscal year". "Official Business" is not an acceptable purpose.
- i. Call Made By-enter name of person making the call.
- j. Approved By-the log sheets must be approved by Principal/Department Head or authorized designee upon verification of monthly bills.

C. Principal/Department Head shall be responsible for:

- 1. Insuring that a log is maintained and verified against the AT&T list of toll calls each month. (ETS will forward the telephone bills to each location.)
- 2. Submitting verified long distance bills to Telecommunications Services no later than five (5) working days after receipt of long distance listing.
- 3. Accounting for every long distance call on the AT&T itemized list of calls.
- 4. Investigating calls that are believed to be personal and collecting funds from individuals involved.
- 5. Requesting "Toll Restrictions" on telephones if unaccountable calls are identified in a given area.
- 6. Remitting amounts collected for personal long distance calls by employees to Accounting. (See Personal Emergency Long Distance Calls section for the correct procedure for remitting payments.)

D. Calls Made While on Official Travel

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1. Collect calls made by employees on official travel must be logged by the person accepting the call. This method is preferred because it is less costly.
2. Calls made from hotel rooms while on official overnight travel shall be reimbursed to the employee on the travel reimbursement check. A copy of a completed log should accompany the travel expense form.
3. Official calls made from pay phones where coins are used shall be reimbursed on the travel expense reimbursement check. A log must accompany the expense voucher documenting the amount spent. Business number called, date of call, person contacted and purpose of call.

E. **Telephone Credit Card and Cellular Calls**

1. Credit card and Cellular calls made must be logged in the same manner as all other long distance calls.
2. When completing the log for credit card calls, the credit card number should be entered under "No. Called From: column of the log sheet.

F. **Personal Emergency Long Distance Calls**

If personal emergency long distance calls are made from official School Board phones, the School District must be reimbursed as follows:

1. Schools/Centers-Collect monies from persons who made calls and remit a check from the school/center's Internal Activities Fund checking account payable to The School Board of Broward County and forward to ETS for further processing.
2. Departments-Have the person who made the call write a check made payable to The School Board of Broward County and forward to ETS for further processing.
3. Schools/Centers/Departments-
 - a. Make a copy of the pages reflecting unofficial calls that are to be paid.
 - b. Highlight the pertinent calls on the copy so that Accounting can easily identify them.

F. **Personal Emergency Long Distance Calls (continued)**

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BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

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- c. Send payment to ETS for further processing.
- d. Put original telephone bill back in numeric sequence and return to ETS within five (5) days.

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**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
TELEPHONE LONG DISTANCE LOG**

RETAIN THIS FORM AT YOUR FACILITY FOR AUDIT PURPOSES

MONTH _____

SCHOOL/DEPT _____

COST CENTER _____

| DATE | NO. CALLED | CITY | NO. CALLED FROM | PURPOSE OF CALL | MADE BY |
|-------------|-------------------|-------------|------------------------|------------------------|----------------|
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USE THIS FORM TO RECORD LONG DISTANCE CALLS