

Department Name _____
Banner Org & Fund _____
User Name _____
Billing Date _____

Calling Card Usage Verification

A detailed list of calling card charges is sent to your department monthly. In order to comply with audit requirements, reimbursement must be made for all personal calls. Review the list and respond in accordance with the following instructions:

1. Print a copy of this form.
2. Complete the appropriate section below.
3. Sign the form.
4. Make reimbursement for personal calls, if any, on-line at <http://aftss.fau.edu/telephone/> or at the Cashier's Office; retain receipt.
5. File the form in your department for audit purposes.

_____ **All calls were business related and placed while conducting official business for Florida Atlantic University.**

_____ **Reimbursement for personal calls has been made at the Cashier's Office, in the amount of _____. The funds have been deposited into the organization/fund charged for the calls.**

- For reimbursement to Federal Grants, use account (object) code 221079.
- For reimbursement to Non-Federal Grants, use account (object) code 221078.
- For all others, use account (object) code 221090.

_____ **Billing errors have been reported to Fiscal Management via e-mail to ahawkins@fau.edu.**

I certify that, to the best of my knowledge, calls placed and charged to my department organization/fund are correct.

Signature