

Department Name _____
Banner Org & Fund _____
Billing Date _____

Telephone Usage Verification

A detailed list of long distance charges is available to your department on e-print. 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