

Department Name:

Smart Tag:

Billing Date:

Name:

Telephone Number(s):

Wireless Number(s):

Telephone and Wireless Usage Verification

A detailed list of usage charges for telephones and wireless devices will be e-mailed to you monthly. In order to comply with audit requirements, reimbursement must be made for all personal calls made from your wired telephone(s), and for personal usage that exceeds your wireless plan(s). Review the list and respond in accordance with the following.

- 1 – Complete the form including the appropriate sections below.
- 2 – Print and sign the form.
- 3 – Make reimbursement for any personal calls and/or personal usage that exceeds your wireless plan(s); the link is https://epay.fau.edu/C20081_ustores/web/store_main.jsp?STOREID=117 ; retain receipt.
- 4 – File the form in your department for audit purposes.

Telephone (Wired) Verification

Were all calls business related and placed while conducting official FAU business?

Select Yes or No

If your response is No, enter the amount you reimbursed for personal telephone calls.

Enter Amount \$

Wireless Verification for ALL wireless devices including cell phones, tablets, broadband cards (aircards), etc.

Did wireless usage exceed the wireless plan?

Select Yes or No

If yes, was wireless usage business related only?

Select Yes or No

If your response is No, enter the amount you reimbursed for personal usage that exceeded the wireless plan.

Enter Amount \$

Reimbursement has been made to the Banner organization/fund originally charged. Billing errors, if any, have been reported to Fiscal Management via e-mail to ahawkins@fau.edu. I certify that, to the best of my knowledge, telephone calls and/or wireless usage charged to my department organization/fund are correct.

Signature