

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY
Accounting Operations - Internal Funds
215 W. Garden St.; Pensacola, FL 32502
Phone: 429-2917

TELEPHONE LONG DISTANCE CHARGE REPORT

**NO PERSONAL LONG DISTANCE CALLS MAY BE MADE FROM SCHOOL TELEPHONES
UNLESS THE CALL IS CHARGED TO A RESIDENCE TELEPHONE.**

INDIVIDUALS PLACING TOLL CALLS FROM SCHOOL TELEPHONES SHALL COMPLETE THE FOLLOWING INFORMATION AND **MUST** BRING THE COMPLETED "TELEPHONE LONG DISTANCE CHARGE REPORT" TO THE SCHOOL SECRETARY UPON COMPLETION.

Date: _____ Place called: _____ Number called: _____

Number from which call was placed: _____

Purpose of call: _____

Person or organization called: _____

Person making the call: _____

Phone invoice checked by: _____ Date: _____

9500-INT-009 REVISED: July 21, 2008

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