

Telephone Charges

Purpose and Scope

This procedure outlines the method of accounting for telephone charges.

Reference

University Purchasing Policies and Procedures.

Procedure:

Information Systems

1. Receive monthly billing for telephone services from the Office of Telecommunications Management (OTM).
2. Prepare Telephone Bill Distribution Report to distribute telephone charges by Budget Unit and specific object code of expenditure.
3. Reconcile amount distributed per the Telephone Bill Distribution Report to the OTM billing.
4. Prepare Direct Pay/Accounts Payable Voucher for payment to OTM based on distribution of telephone charges per the Telephone Bill Distribution Report.
5. Prepare invoice(s) to bill third parties for telephone services.
6. After the Information Systems Director has signed the Direct Pay/Accounts Payable Voucher, submit the following to Business Affairs.
 - a. Accounts Payable Voucher
 - b. Telephone Bill Distribution
 - c. Report
 - d. OTM Billing
 - e. University Invoice(s)
7. By month, execute program to run the LINC Detail Report by university extension to include number called, date of call, time of call, length of call, and estimated cost.
8. Forward LINC Detail Reports to Budget Unit for certification of calls by employees to whom extensions are assigned.

University Employees

9. Review LINC Detail Report for non-business calls.

10. Sign and date the LINC Detail Report certifying that the calls on the report are related to the official business functions of the University unless otherwise noted.

***NOTE:** University policy prohibits university employee from charging non-business calls to the university. If such unauthorized calls are made, the university must be reimbursed by the employee making the call.*

11. After certification, route LINC Detail Report to Information Systems.

Information Systems

12. Monitor LINC Detail Reports to ensure that all certifications have been received and follow-up on any certifications not received.

Business Affairs

13. Process Accounts Payable Voucher for payment of OTM billing in accordance with the appropriate Banner User's Guide.
14. Mail invoices to bill third parties for telephone services and monitor for payment.