

MIAMI-DADE COLLEGE

District Network and Telecommunications Services
(305) 237-3300
FAX (305) 237-3426

UNAUTHORIZED CALL AND FAX REPORT

TO: Network & Telecommunication Services
Wolfson Campus 5512

FROM: _____(Employee's Name)

DATE: _____

PHONE: _____

SUPERVISOR: _____(signature)

State regulations hold employees accountable for the use of telecommunications equipment and facilities. See College Procedure 7914.

If there are any long distance calls or faxes on the Call Detail Report (CDR) for your telephone extension(s) that you or your designee did not place for College Business or Personal Emergencies, please use this form to report them.

Attach a copy of the relevant CDR page(s) with the "unauthorized" calls marked with a "U" to the left of the call.

If you have any questions, please call 7-3300.

Thank you.