

MIAMI-DADE COLLEGE

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

PERSONAL LONG DISTANCE CALL AND FAX REMITTANCE

TO: Network & Telecommunications Services
Wolfson Campus 5512

FROM: _____(Employee's Name)

DATE: _____

PHONE: _____

CHECK NUMBER: _____

AMOUNT OF CHECK: _____

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

If there are personal long distance calls on the Call Detail Report (CDR) for your telephone extension, please use this form to report them.

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

All checks or money orders should be made payable to Miami-Dade College.

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

Thank you.