Miami-Dade College
Departmental Long Distance Call and Fax Log

Department: _____ Account: _____

Extension: _____ Employee: _____ Month: _____ Year:_____

All long distance calls (99+1, 99+011 numbers) must be recorded.
Please call the NTS Department at 7-3300 for assistance in filling out this log.

Day	Calling Party	Number Called	Person Called	Purpose of Call	Fax