



# ADMINISTRATIVE PROCEDURE

## TELEPHONE BILLS – APPROVAL FOR PAYMENT

3326.1

Procedure No.

March 5, 1976

Date

- I. **PURPOSE:** To provide Principals and Account Managers with procedures for the approval of telephone bills charged to Prince George's County Schools.
- II. **INFORMATION:** Telephone bills are normally sent directly to the school concerned while central office bills are received centrally and distributed to the account managers concerned by PONY. In all cases, it is necessary that the bills be checked for accuracy of charges, particularly for long distance calls is a "must" for each office concerned, and that log will be the key document toward verifying charges under these Administrative Procedures.
- III. **DEFINITIONS:** The following definitions apply to the content of these procedures:

Telephone Bill -	The monthly billing from the Chesapeake and Potomac Telephone Company (C&P) showing the amount due, and also providing listing of toll calls and a payment card.
Long Distance Telephone Log -	The continuous record kept locally by Principals and Account Managers to record each call, the date, person calling, and place called.
Accounts Payable -	The office within the Financial Services Department in the Central Office which makes payment for approved billings.

- IV. **PROCEDURES:** The following general procedures apply. If unusual circumstances occur which requires other procedures, contact the Accounts Payable Department.
- A. **Receipt of Bills:** The telephone billings will be regularly received from the C&P Telephone Company and will include:
1. Bill – with amount due shown.
  2. Long distance toll calls, showing place called and amount.
  3. Payment card – to be returned to C&P by Accounts Payable Department upon payment of an approved billing.
- B. **Review and Approval of Billings for Payment:**



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1. Principal or Account Manager checks the C&P listing of toll calls charged against the “Long Distance Telephone Log” – lines out calls in the log which appear on the C&P toll call listing.
  2. For toll calls NO in agreement with entries recorded in the “Long Distance Telephone Log”, checks with C&P Telephone Company – if call is billed incorrectly, circles the line on the C&P listing of toll calls in red. This will preclude payment for item circled.)
- C. Preparing the Bill for Payment:
1. Principal prepares TELEPHONE DISBURSEMENT AUTHORITY, Form PGIN 7540-7010 per instructions on the form.
  2. Assembles:
    - a. Telephone Bill, consisting of:
      - (1) Billing of Amount Due
      - (2) Payment Card
      - (3) Listing of Toll Calls Billed
    - b. TELEPHONE DISBURSEMENT AUTHORITY – completed.
- Forwards the above directly to Accounts Payable Department using the regular PONY envelope.
- D. Payment: Payment will be made by the Accounts Payable Department following regular payment procedures.
- E. Follow-up Adjustments: All adjustments of billings with the C&P Telephone Company will be a matter of direct negotiations by Principals and Account Managers concerned.

The continuous “Long Distance Telephone Log” in the schools and account manger’s offices should be retained for a period of 18 months for purposes of review and audit.

- V. RELATED PROCEDURES: None.



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- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate in the Financial Services Department and regular review and update will be accomplished in January of each year.
- VII. **CANCELLATIONS AND SUPERSEDURES:** These procedures supersede all memoranda or other writings on this subject of a prior date.
- VIII. **EFFECTIVE DATE:** January 27, 1976.

Approved by:  
Carl W. Hassel  
Superintendent of Schools