Name: _____ Employee # _____

I have reviewed the above charges.
All charges are for business use only.

_____

I have reviewed the above charges. Some charges were for personal use as identified by my initials or as noted, not made by me. A check or money order in the amount of $_____ is attached to the billing and must be forwarded to the Accounting Division reimbursing the County for the personal calls.

_____
USER SIGNATURE

_____
NOTED AND APPROVED
Supervisor/Administrator Signature

NOTE: Notify Administrative Services immediately if any calls were not made by the user.