TELEPHONE INVOICES **8422.106**
(Revised 9/90)

Telephone companies will furnish agencies with one copy of toll statements or toll tickets for long distance telephone calls in support of their invoices. These documents will be retained by the agency together with the agency's copy of the invoice with the file copy of the claim. The State Controller's Office will request review of the toll statements or toll tickets in any instance wherein it believes that such verification is required. (See SAM Section 8422.3 for payment of invoices involving personal telephone calls.)

Telephone invoices usually have a service period other than the calendar month. These invoices will be charged the same way as other utilities as described in SAM Section 8422.1. This applies to Department of General Services telephone invoices as well as those telephone invoices sent directly to the agency by the telephone company.

Telephone toll statements and toll tickets, including credit card statements, will be approved by the employee making the calls and the employee's supervisor. Any unapproved charges will be collected from the employee.

State departments are not required to pay the surcharge imposed by the California Emergency Telephone Users Surcharge Law (911). If a department receives an invoice from a telephone company which includes the surcharge, delete the surcharge amount and schedule the balance for payment. Departments should inform the telephone companies of the incorrect billings when surcharge assessments recur