

SAM - DISBURSEMENTS

TELEPHONE INVOICES

8422.106

(Revised 2/2015)

Telephone companies will furnish departments with one copy of statements for long distance telephone calls in support of their invoices. These documents will be retained by the department together with the department's copy of the invoice with the file copy of the claim. The [State Controller's Office](#) will request review of the statements in any instance wherein it believes that such verification is required.

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.

Telephone statements, 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.