



Telecommunications Office 507-646-3041
Fax 507-646-3549

**DEPARTMENTAL TELEPHONE
BILL PERSONAL CALL
REIMBURSEMENT FORM**

After you have reviewed your monthly departmental telephone bill, please fill out this form ONLY if your department has personal long distance call reimbursements to submit. We will credit your department for all monies received.

Department Name:

Department Account #:

Month:

Year:

\$. Total enclosed for personal long distance calls
from your department extension.

Please fill out this form, print and submit to the Telecommunications Office via campus mail.
Thank You!

Office Use Only

Department Account Credited by:

Date: