_____MONTHLY TELEPHONE BILL CERTIFICATION FORM - A

My signature indicates that I have verified the attached charges against my telephone number and certify that all long distance charges made (except those noted on Attachments B and C) were work related charges. Any calls that were not work related are listed on Attachment B and will be reimbursed by signee. Any long distance calls made from my number but not made by myself are listed on Attachment C.

TELEPHONE #	**PRINT NAME**	**SIGNATURE** *BY SIGNING, I CERTIFY CALLS MADE ARE FOR OFFICIAL STATE BUSINESSS WITH EXCEPTION TO PART B & C.*	**DATE**

_____MONTHLY TELEPHONE BILL CERTIFICATION FORM - B

PERSONAL CALLS EMPLOYEE TO REIMBURSE

The following long distance calls made from the listed number were not work related and will be reimbursed.

LAST 4 DIGITS OF PHONE NUMBER	DATE CALL MADE	LOCATION CALLED	NO. MIN.	AMT. DUE	EMPLOYEE SIGNATURE

_____**MONTHLY TELEPHONE BILL CERTIFICATION FORM - C**

TELEPHONE DISCREPANCY LIST CHARGES

The following long distance calls made from the listed number cannot be identified as calls made by the designated employee and should be investigated.

LAST 4 DIGITS OF PHONE NUMBER	DATE CALL MADE	LOCATION CALLED	EMPLOYEE SIGNATURE