

# University-Owned Communication Device

Itemized Personal Phone Calls:

Date	Purpose of Phone Call	Duration of Phone Call	Phone Number Called

If personal use occurs, the employee must reimburse the University for the Value of the personal use. If a call does not have an itemized cost because it falls within allowable minutes for the month, a prorated cost must be assigned.

Signature \_\_\_\_\_ Date \_\_\_\_\_