

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
Accounting Operations - Internal Funds  
75 North Pace Blvd.; Pensacola, FL 32505  
Phone: 429-2917

## TELEPHONE LONG DISTANCE CHARGE REPORT

**NO PERSONAL LONG DISTANCE CALLS MAY BE MADE FROM SCHOOL TELEPHONES  
UNLESS THE CALL IS CHARGED TO A RESIDENCE TELEPHONE.**

INDIVIDUALS PLACING TOLL CALLS FROM SCHOOL TELEPHONES SHALL COMPLETE THE FOLLOWING INFORMATION AND **MUST** BRING THE COMPLETED "TELEPHONE LONG DISTANCE CHARGE REPORT" TO THE SCHOOL SECRETARY UPON COMPLETION.

Date: \_\_\_\_\_ Place called: \_\_\_\_\_ Number called: \_\_\_\_\_

Number from which call was placed: \_\_\_\_\_

Purpose of call: \_\_\_\_\_  
\_\_\_\_\_

Person or organization called: \_\_\_\_\_

Person making the call: \_\_\_\_\_

Phone invoice checked by: \_\_\_\_\_ Date: \_\_\_\_\_