



Department: Finance

## POLICY STATEMENT

### **TELEPHONE LOGS AND LONG DISTANCE PHONE CALLS**

Long distance telephone logs still must be maintained at the Fort St John office but are no longer required in Dawson Creek.

When making personal long distance calls from office phones in Dawson Creek, staff must dial in their personal identification number so that the call can be charged to them. In Fort St John, personal calls should be so noted on the log.

Long distance faxes are reversed! A log must still be maintained in Dawson Creek and personal faxes listed on the log page for that purpose. In Fort St John, departmental codes must be dialed in. For personal faxes in Fort St John, please write a short note to Finance detailing the time and date of call, and the number dialed.