

Memo

To: Assembly Chief Clerk

From:

Date:

Re: Phone Bills

All phone bills must be reviewed, approved and signed before payment can be made by the Assembly Chief Clerk's office. For your convenience, attached is a form to use when indicating personal calls.

In order for payment to be made, an itemized bill must be submitted. No past due charges will be paid unless the previous months' bill is also included. It is not the responsibility of the Assembly Chief Clerk's office to obtain copies of past due bills.

Please feel free to contact the clerk's office if you have any questions or concerns at 266-1501.

Telephone number dialed	Date	Cost	Personal Calls	District or Cellular	Calling Card

_____ I have listed the personal calls and enclosed a check for \$ _____
_____ I have checked the telephone calls and find them correct

SIGNATURE

Date