

Staff members are not authorized to charge personal long-distance calls to an ACPS number. Principals/administrators are requested to examine all invoices received from a telephone service provider to make certain that ACPS numbers are not used for this purpose and follow up with individual employees accordingly.

Authorization from the Office of Information Technology is required for the connection of any equipment or service such as computers, facsimile machines, answering machines, voice mail, attendance calling systems, etc. to an ACPS telephone line.

**Accounting for Telephone Calls**

Each month a copy of the telephone bill will be sent to each school. All calls listed on the bill should be reviewed. When a call appears on the bill that cannot be otherwise identified, the school or office administrator should telephone the provider of long-distance service to determine the source and/or name of person or organization called.

For those personal calls that have been identified, the employee should contact the Finance Office to make arrangements for reimbursing the ACPS system.