

OVPIA Telephone – Long Distance Certification Business Practice Guideline

Fiscal officer delegates and accounting associates are required to review through the web interface the UITS Monthly Invoices for consolidated communication and one time charges upon receipt of the notification that statements are available each month.

<https://cms.indiana.edu/app/web/main/index.pshtml>

Individual calling detail reports should be run for each account showing total international long distance charges (4086) **in excess of \$5.00 per month**. Reviewing the web interface, this is the column headed **“Toll.”** International calls totaling more than \$5/month require that the fiscal officer delegate or accounting associate verify with the employee placing the call that all calls were IU business related. Verification can be done by cutting and pasting the detail into an e-mail and then saving the reply e-mail, or by printing the page from the detail statement and having the caller sign that page.

Please notify the Director of Finance immediately if any cases of non-business related international charges are discovered during the verification process.