

TELEPHONE BILLS/VOUCHERS

Our telephone bills are paid through the State of Alabama. There are some county locations that still reimburse the county commission for long distance telephone service. Vouchers for reimbursement of telephone service should be handled in the same manner as other vendor vouchers. The invoice number should list the month and the year the payment is for.

Two copies of the telephone voucher should be sent to the appropriate District Administrative Director for signature. Be sure to include the original copy of the remittance page of the telephone bill. Off-campus locations should make a copy for their own files. The Regional Office will keep one copy and forward the original directly to Administrative Services.