**UPSHUR HUMAN RESOURCES, INC.**

**TELEPHONE TOLL CALLS**

FROM

Month 29, 20 through Month 28, 20

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| --- | --- | --- | --- | --- | --- |
| Date | Caller | Person & Place Called | Number Called | Reason for Call | Program\* |
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\*All calls will be expensed to PA4122 unless otherwise noted.

All personal long distance calls must be authorized by your supervisor and documented as such. Personal long distance calls should not be made on agency telephones by employee only in case of emergency.

**Please turn in sheets monthly by the 29th of each month.**

Revised 8/16/10