1. **Purpose**

This policy outlines the University’s policy for telephone charges.

2. **Scope**

This policy applies to all University departments, units and divisions.

3. **Definitions and Roles and Responsibilities**

3.1 **Definitions**

BANFIN-33 – Interdepartmental Form used to transfer funds from one department to another.

4. **Policy**

**Telephone Charges – Direct Charge**

All telephone expenses charged to non-state funds – base and long-distance charges – are charged directly to the University fund of the appropriate University department/school or office which established the telephone service. Each University department, school or office is responsible for analyzing their telephone charges to determine if any personal charges are to be reimbursed to the department. The university is centralizing the charges and long distance for state funds.

**Reimbursement of Telephone Charges from a University Fund**

Reimbursement of telephone charges by one University fund to another is accomplished utilizing the form BANFIN-33. Office of the Controller Procedure 4 Interdepartmental Invoices. This form is used if any portion of the telephone charges – base and/or long-distance charges – should be paid from another University fund. The person responsible for the University fund that should be charged must prepare an Interdepartmental Invoice BANFIN-33 and submit it to the person/department responsible for the fund originally charged. The information provided on this form indicates the fund that is to be charged and the fund to which the deposit is to be made for reimbursement. Telephone charges which are made against a contract or grant after their termination date are the responsibility of the department.
Personal Charges

University personnel should not charge personal calls on University telephones. If an employee should improperly charge personal telephone calls to the University, it is the department’s responsibility to collect reimbursement from the employee and deposit with the Cashier’s Office to the proper fund.

5. Compliance and Enforcement

The University Controller is responsible for ensuring compliance with this policy.

6. Additional Information

6.1 Supporting Documents

[BANFIN-33](#)  
*Office of the Controller Procedure 4 Interdepartmental Invoices*

6.2 Approval Authority

This policy should be approved by the Interim Associate Vice Chancellor for Finance.

6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Melissa Hoff, University Controller,  
  (336)334-5795, [mshoff@uncg.edu](mailto:mshoff@uncg.edu)
- Responsible Administrator: Mitzi Cartwright, Administrative Manager,  
  (336)334-5950, [m_cartwr@uncg.edu](mailto:m_cartwr@uncg.edu)
- Other Contacts: Robin Jones, Accounts Payable Manager,  
  (336)334-5740, [r_jones5@uncg.edu](mailto:r_jones5@uncg.edu)