

**ROANE STATE COMMUNITY COLLEGE
CELLULAR PHONE PERSONEL USE WORKSHEET**

Directions:		1) Review billing statement, identify personal calls, and total minutes used for personal calls 2) Fill in shaded cells 3) Sign, date, and attach copy of billing statement with personal calls clearly identified 4) Take worksheet to Business Office and remit payment			
Employee Name	John Q. Doe				
Cellular Phone Vendor	Verizon Wireless				
Cell Phone Number	078-043-218-783562				
Billing Period	From	2/1/05	To	2/28/05	
Total Personal Minutes Used					35.0
Total Minutes Used per Billing Statement					422.0
Personal Use Percentage <small>(Total Personal Minutes divided by Total Minutes Used per Billing Statement)</small>					8.2938%
Total Amount per Billing Statement					\$ 56.25
Amount to Reimburse for Personal Use <small>(Personal Use Percentage times Total Amount per Billing Statement)</small>					\$ 4.67
Account Number/Object Code to be Credited					2-62100-4210
I certify that this statement is accurate to the best of my knowledge and belief. A copy of the billing statement is attached with all personal calls identified.					
		Signature		Date	
For Business Office Use:					
Receipt Number		Amount Paid			
Date		Cashier			
Cashier will transmit completed form to Roane County Business Office for the Cashiers Receipt file.					