

SAHTU HEALTH AND SOCIAL SERVICE AUTHORITY

Policy

TOPIC:

TELEPHONE CALLING CARDS

INDEX:	FIN.102
CANCELS & SUPERCEDES:	28 MARCH 2006
EFFECTIVE DATE:	28 MARCH 2006
DISTRIBUTION:	ALL MANUALS
RECOMMENDED BY:	FINANCE

POLICY:

The employees/Trustees of the SHSSA who regularly travel or conduct business from home on behalf of the Authority may be issued telephone calling cards where the need for a calling card is deemed appropriate by the Director, Finance and Operations.

PURPOSE:

To provide for convenient communication as required.

To provide a process of accountability for the calling cards.

PROCEDURE:

1. Employee completes application for telephone calling cards and submits to Employee's Director for recommendation. Trustees are required to sign the Billing Card Sign Out Sheet.
2. Applications are submitted to Director, Finance and Operations for approval.
3. Upon approval, telephone calling cards are ordered from supplier.
4. Employee is responsible for safeguarding the calling card and responsible for paying for any unauthorized charges.
5. Charges from calling cards will be expensed to the employing department.
6. The employee's Director ensures that the card is returned to the General Accounting Department upon the employee's termination.

Approved by:



Judith Wright-Bjrd, Board Chair