CELLULAR PHONE LOG

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Employee Name **Month** **Year**

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Cellular Phone Number

DATE	TIME	NAME OF PERSON CALLED/CASE NAME	PHONE # CALLED	PURPOSE

Instructions

Purpose: This form provides a means of accountability for usage of cellular phone equipment.

Preparation: The form is completed by each employee who makes cellular phone calls.

Disposition: The form is turned in at the end of each month to the supervisor/facility manager who shall be responsible for verifying that calls charged to the Department are appropriate.

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Supervisor/Facility Manger