

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7025 TELEPHONE OVERSIGHT POLICY

The Campus Business Office shall periodically review the phone bill to verify the total amount of the bill is comparable to previous month's billings. If the Business Office staff member were to note any inconsistencies, he/she should immediately contact the Business Office Manager.

Date of Implementation: 1/11/05

Date of Adoption: 1/11/05

Date & Subject of Revisions: 4/20/10 – revised person responsible for verifications
3/26/12 Reviewed