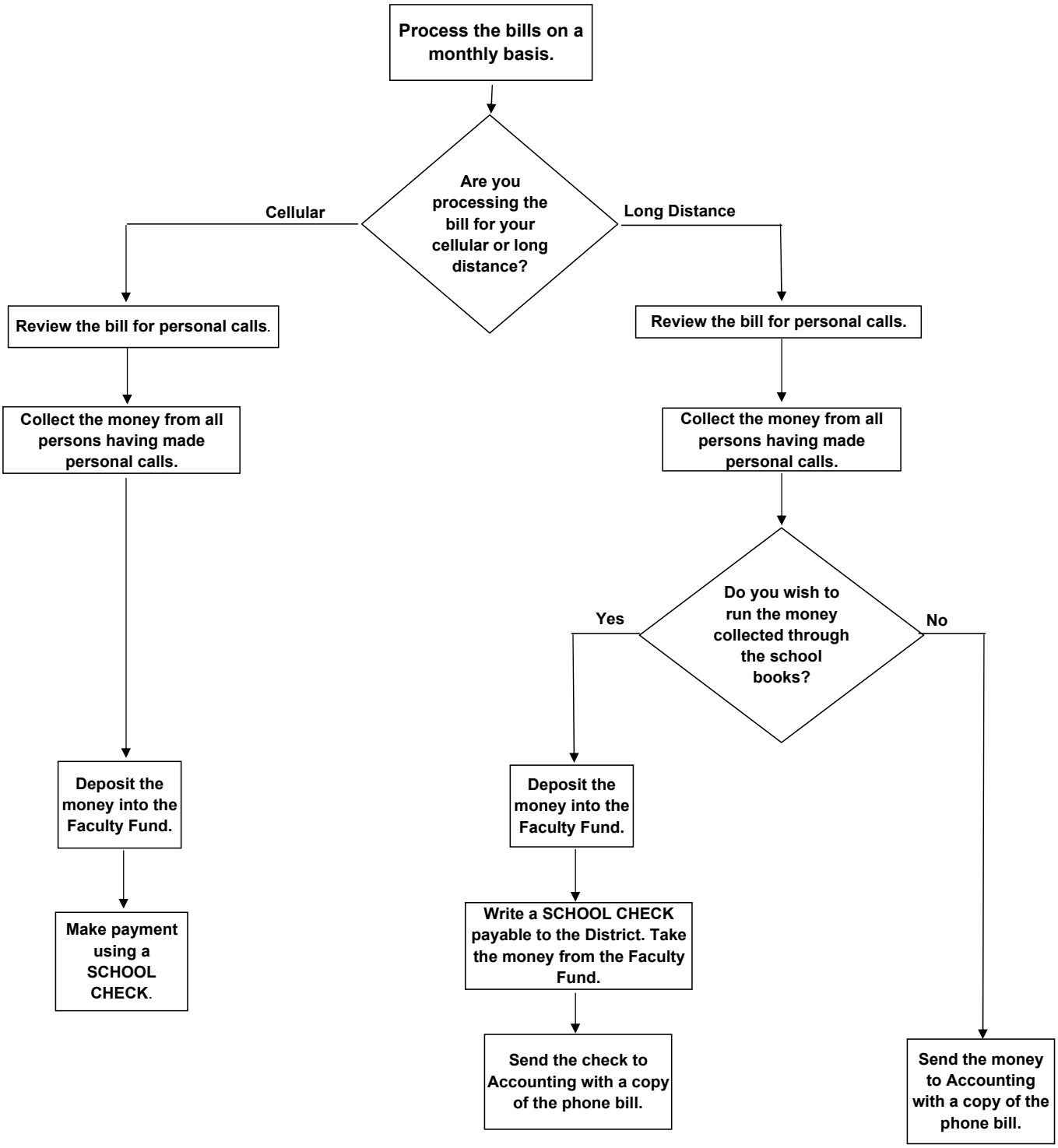
Utilities


Process the bills on a monthly basis.
Are you processing the bill for your cellular or long distance?
Cellular
Long Distance
Review the bill for personal calls.
Collect the money from all persons having made personal calls.
Deposit the money into the Faculty Fund.
Make payment using a SCHOOL CHECK.
Review the bill for personal calls.
Collect the money from all persons having made personal calls.
Do you wish to run the money collected through the school books?
Yes
No
Deposit the money into the Faculty Fund.
Write a SCHOOL CHECK payable to the District. Take the money from the Faculty Fund.
Send the check to Accounting with a copy of the phone bill.
Send the money to Accounting with a copy of the phone bill.