

**INTERNAL AUDITING DEPARTMENT
CALCASIEU PARISH SCHOOL BOARD**

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To: All School Principals
From: Charles D. Dubon, Internal Auditor
Date: August 23, 2000
Subject: Cellular Telephones



A large number, if not all, of schools now have cellular telephones. Schools purchasing cellular telephones must use one of the following two methods of billing and payment.

1. The telephone company must provide an itemized monthly statement. All personal telephone calls on the itemized statement must be reimbursed to the school.
2. The school purchases a program that provides up to a set amount of minutes each month. The principal then reimburses the school 50% of the cost to cover personal usage. For example, a popular plan is 500 minutes a month for \$50.00 plus tax. The principal would reimburse the school for 50% of the bill for personal usage.

If you have any questions, please contact the Auditing Department.

7/17/00 11/00