

VERIFICATION OF LONG DISTANCE TELEPHONE CALLS

(FOR RECRUITING ACTIVITIES)

ADDRESS OF RECRUITING OFFICE

BILLING NUMBER

BILLING PERIOD (From/To)

SECTION I. CALLS EXCEEDING ESTABLISHED LIMITS

JUSTIFICATION (Identify and justify each call on telephone bill which exceeds monetary limits)

SECTION II. CALLS MADE DURING THE LOCAL HOURS OF 2200 - 0500

JUSTIFICATION (Identify and justify any call on telephone bill made during these times)

SECTION III. CALLS DETERMINED UNOFFICIAL

IDENTIFY CALLS DETERMINED UNOFFICIAL AND STATE ACTION TAKEN TO RECONCILE BILL

SECTION IV. CERTIFICATION

I certify that a verification check has been performed on the attached toll portion of the telephone bill and payment is due in the amount of \$ _____ for _____ official calls.
(Total number)

DATE	TYPED OR PRINTED NAME OF ASSISTANT TCO	SIGNATURE
DATE	TYPED OR PRINTED NAME OF TCO	SIGNATURE

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).