

TELEPHONE BILLS

NOV 1, 2016

EMAIL FROM MIKE HAJDUK mhajduk@uncc.edu

- IF YOU ARE NOT GETTING THE PHONE BILLS YOU CAN EMAIL MIKE OR CALL AT 704-687-1751
 - HE EMAILS THE TELPHONE BILL USUALLY AROUND THE 23RD OF THE MONTH
-

PRINT OFF THE PHONE BILL FOR YOUR DEPARTMENT CAN USE FIND BUTTON TO SEARCH WILL HAVE A SUMMARY FOR THE FUND

Account Usage Report
 P. 1
 UNC Charlotte
 Bill Cycle: 10
 Account Number: 101505
 Title: COLLEGE OF ENGINEERING

Printed: October 13, 2016
 Billing Period: SEP 2016
 Bill Date: 01-OCT-2016

Contact: Not Assigned Phone:

Subscriber Summary

Subscriber Total	Local	Toll	MRC	OCC	Tax
BONNETAUD, CRICKET 28.50	0.00	0.00	28.50	0.00	0.00
COLLEGE OF ENGINEERI 230.90	0.00	0.90	230.00	0.00	0.00
EKLUND, JENNIFER 3.00	0.00	0.00	3.00	0.00	0.00
FINDLATER, NICKOY 28.50	0.00	0.00	28.50	0.00	0.00
FURR, DONNA 31.50	0.00	0.00	31.50	0.00	0.00
HERMANN, MIKE 29.10	0.00	0.60	28.50	0.00	0.00
LEOTTA, STACY 31.50	0.00	0.00	31.50	0.00	0.00
MEIER, WENDY 32.90	0.00	1.40	31.50	0.00	0.00
MORGAN, NANCY 32.50	0.00	1.00	31.50	0.00	0.00
ROWE, DAN 28.50	0.00	0.00	28.50	0.00	0.00
STAMIE, DESPO 31.60	0.00	0.10	31.50	0.00	0.00
STEWART, JANE 3.00	0.00	0.00	3.00	0.00	0.00
TROUTMAN, LuANNE	0.00	0.00	34.50	0.00	0.00

WILL ALSO HAVE CHARGES FOR INDIVIDUALS

TRM
TROUTMAN
Previous Next
Replace with

Account Usage Report
P. 17
UNC Charlotte
Bill Cycle: 10
Account Number: 101505
Title: COLLEGE OF ENGINEERING

Printed: October 13, 2016
Billing Period: SEP 2016
Bill Date: 01-OCT-2016

Subscriber: TROUTMAN, LuANNE SubID: 9861075
Service: Voice 7046878247

Recurring Charges (MRC) Description Charge	Note	Qty	Rate
Unified Messaging 3.00		1	3.00
7960 Phone 31.50		1	31.50
Total (2)			34.50

Subscriber Detail Summary

Category	Object Code	Min:SS	Charge
Total MRC	928010		34.50
Total (1)			34.50

PRINT YOUR ENTIRE DEPARTMENT CHARGES

- BE SURE TO FIND THE BEGINNING PAGE PERTAINING TO YOUR FUND AND THE ENDING PAGE
 - PRINT FROM THE FIRST PAGE TO THE LAST OF YOUR FUND
-

File Edit View Window Help TerraGo

Open Create [Icons] Customize

89 / 512 [Navigation Icons] 100% [Print Icon] Tools Fill & Sign Comments

Find [Search Box]

Print

Printer: HP LaserJet Professional CML410 Series PC [Properties] [Advanced] [Help]

Copies: 1 [Print in grayscale (black and white)]

Pages to Print

- All
- Current page
- Pages: 45-55
- More Options

Page Sizing & Handling

[Size] [Poster] [Multiple] [Booklet]

- Fit
- Actual size
- Shrink oversized pages
- Custom Scale: 100 %
- Choose paper source by PDF page size

Orientation:

- Auto portrait/landscape
- Portrait
- Landscape

Comments & Forms

Document and Markups

Summarize Comments

Scale: 96%

8.5 x 11 Inches

[Thumbnail Preview]

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[Page Setup...] [Print] [Cancel]

Category	Object Code	Min:SS	Charge
Total MRC	928010		34.50
Total (1)			34.50

SEPARATE PHONE BILLS BY INDIVIDUALS

- GIVE THE PHONE BILLS TO THE INDIVIDUALS IN YOUR DEPARTMENT
- I PUT A NOTE

It is time for the Telephone Bill again!

If you have not made any long distance phone calls please initial.
If you have made long distance phone calls, please initial and
notate they are business calls. If you have personal phone calls,
please make arrangements for payment.

Please return to me.

Thanks - Lu-Anne

KEEP TRACK WHO YOU SEND TO AND WHEN THEY RETURN

- WHAT I DO –(JUST A SUGGESTION)
 - I JUST KEEP A EXCEL SPREADSHEET OF WHO I SEND IT OUT AND MARK IT WHEN IT IS RETURNED
 - I ALSO KEEP A BINDER WITH TABS FOR EACH PERSON AND FILE THE SIGNED TELEPHONE BILL BEHIND THEIR NAMES
 - YOU NEED TO DO -----
 - IF SOMEONE DOES MAKE A PERSONAL PHONE CALL COLLECT THE MONEY AND MAKE THE DEPOSIT AT THE CASHIERS IN REESE
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