



Cell Phone / Smart Phone Billing Statement Verification

DATE:

TO: YS Cell Phone / Smart Phone Users

FROM:

Attached is the monthly billing statement for the Cell Phone / Smart Phone assigned for your use. Please refer to YS Policy No. A.5.8 "Cell Phone / Smart Phone Usage", and verify that all monthly charges are in accordance with the provisions of the policy.

I, _____, have reviewed the monthly billing statement, and certify that the charges reflected are in accordance with the conditions outlined in YS Policy No. A.5.8.

Employee Signature

Date

OJJ / OMF

Date

Any costs associated with personal calls or other activities, such as text messaging, shall be reimbursed to the Office of Juvenile Justice. If paying by check, make payable to the Office of Juvenile Justice.

Return this signed verification, along with the attached invoice, within five (5) days in order for payment to be processed.