



## STATE PARKS & HISTORIC SITES

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### Administrative Procedure # A - P - 4

**Subject:** Collecting Long Distances Charges for Phone Service in State Park Residence

**Effective Date:** July 1, 2014

**Procedure Statement:**

Employees living in state park housing are responsible for paying any long distance or other phone line charges incurred while living in a state park residence that has a state provided phone line to the residence. Typically the state pays only the base service to ensure resident can contact staff after hours and the employee is responsible for all long distance calls or other charges made using that line. This process is to be completed monthly. When possible, it is best to have the utility put into the employee's name when moving into state park residence to eliminate the reimbursement process.

**Definitions:**

Long distance charges: Any charges over and above the base service amount for the phone line.

**Procedure:**

1. For parks with residence bills in the parks name:
  - a. Receive monthly bill from phone provider
  - b. Print the page with each employee's long distance phone charges and give to them for payment. They are responsible for paying the department for these charges.
  - c. Receive payment from all employees. A check or money order from the employee should include the following information:
    1. Payable to Georgia Department of Natural Resources
    2. Check made out for the amount of long distance or other charges for that month.
    3. In the memo section, write the department #, Account #, and Phone #.
    4. Make a copy of the check/money order for your file copy.
  - d. Process a regular voucher for all charges – see example
  - e. Note employee's payments on the bottom of the voucher with check number/amount.
  - f. If payment from employee is not available, note that on the voucher as "payment to follow".

- g. Record the amount of each employee's reimbursement as a pending credit on your park budget. Record each employee's payment separately for ease in reconciling.
- h. Mail voucher to: Georgia Department of Natural Resources, Accounts Payable, 2 Martin Luther King Jr Drive SE, Suite 1262 East, Atlanta, GA 30334
- i. File copies of business and employee charges together with the invoices in the park's pending files after posting all charges/credits to the budget.
- j. If payment from an employee was not available when voucher was submitted, you should type a memo to send with the check for processing by Accounts Payable. The memo should include the Department number, Account code, Fund, Fund Source, Program number, Class, Project number, the phone number the payment is for and the amount paid. Keep a copy to put with the check copy for your file records.

**Authority:** (if applicable)

DNR RULES: HR SOP#027

**Attachments:**

Attachment 1 – Regular voucher example

Attachment 2 – Regular voucher