

DELAWARE CITY SCHOOLS

ISSUE OF TELEPHONE CALLING CARD FOR JOB ASSIGNMENT

Card #: _____

Issued to _____

Issued by: _____

The telephone calling card, which is the property of the Delaware City Schools Board of Education, is being issued to you for use in completion of job related calls as needed. It is intended for school business related use during the performance of your job assignment. Any charges that are incurred as a result of personal use must be reported and the District is to be reimbursed.

I accept liability for the telephone calling card and will return at the end of my employment or upon request by my supervisor.

Signature

Date

c: Employee
Employee File

Ref.# 7530 Bylaws and Policies
Ref.# 7530A Administrative Guidelines
Ref. # 7530D Administrative Guidelines