



TELECOMMUNICATIONS PERSONAL USAGE PAYMENT

The collection, use and disclosure of personal information is subject to the provisions of the Freedom of Information and Protection of Privacy Act.

GENERAL

Employees are provided with a telecommunications device with the intent of enabling enhanced productivity in the conduct of government business.

As per ministry agreement Terms and Conditions of Use:

You are **accountable for personal usage charges** incurred while using the device. This includes signing off the invoice for personal usage and remitting payment when due.

PAYMENT PROCEDURES

To verify all telecommunications invoices:

1. IMB receives telecommunications invoices electronically and pays them.
2. IMB distributes the electronic invoices directly to the device holder on a quarterly basis.
3. Each device holder's Executive Director will be provided a usage summary statement on a quarterly basis.
4. The device holder:
 - Advises MSD Support if they are not the device holder;
 - Reviews invoice details for personal use;
 - Completes the appropriate information on the bottom of the SD3206, if there are personal usage charges to remit;
 - Writes a personal cheque or money order to cover the cost plus taxes of all personal calls, making the cheque **payable to the Minister of Finance**;
 - Keeps a copy of the quarterly invoice in case it is necessary to prove the reimbursement of personal usage.
 - Sends this form and payment to Information Management Branch. **Do not forward copies of your invoice to SDSI IMB with payment and form.**
5. If the "Total Balance" for personal usage during the quarter is less than \$25, and in accordance with the policy described on this form, payment can be deferred until next quarterly invoice.
6. The "Total Balance" should be paid in full at the end of each fiscal year.

I certify that all charges relate to official ministry business, except for personal usage to the value of \$. Reimbursement for my personal call is by the attached cheque/money order.

DEVICE NUMBER:		EXECUTIVE DIRECTOR:	
TOTAL BALANCE:			
PAYMENT CHEQUE NUMBER:		OFFICE:	DATE SIGNED (YYYY/MMM/DD)
NAME (PLEASE PRINT)		SIGNATURE	

**Send form and payment to:
Information Management Branch
PO Box 9950 Stn Prov Govt
3rd flr. – 614 Humboldt St
Victoria, BC V8W 9R2**