

# University of Houston Clear Lake

## PERSONAL USE OF LONG DISTANCE SERVICES

University of Houston-Clear Lake employees are instructed to use personal cell phones, credit/debit cards or calling cards for personal long distance calls that must be made during regular working hours.

As an agency of the State of Texas, the University of Houston-Clear Lake is exempt from certain state taxes on long distance services; therefore, personal long distance calls avoid the applicable taxes due to the State of Texas. There are also additional costs to the state resulting from the processing of paperwork pertaining to personal long distance calls.

The employee's acknowledgement and signature below certifies that telephone charges, billed to the extension and/or long distance access code assigned to them, were business-related telephone calls.

### ACKNOWLEDGEMENT

I certify any long distance telephone calls made by me, up to and including my last day of employment, were business-related telephone calls.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee ID Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date