UNIVERSITY OF NEW MEXICO-LOS ALAMOS
TELEPHONE LOG

NAME: _____

MONTH: _____

NOTE: *LONG DISTANCE CALLS ARE TO CONDUCT UNIVERSITY BUSINESS*

Date	Time	Account #	(Area Code) Telephone #	Individual/Co	Purpose	Employee Signature

TO MAKE A LOCAL CALL OR A CALL TO ALBUQUERQUE - Dial 9, wait for the dial tone and then dial the number.

LONG DISTANCE LOGS SHOULD BE TURNED IN MONTHLY !!! TO THE FINANCE OFFICE