

State of Utah	REF. NR-97-D-1	PAGE 1 of 1
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 06/28/97	
POLICIES AND PROCEDURES	REVISION DATE	
SUBJECT: Use of State-Issued AT&T Calling Cards		
Ted Stewart, Executive Director		

I. PURPOSE

To establish guidelines for the authorized use of the AT&T Calling Cards.

II. SCOPE

This policy applies to all employees at the Department of Natural Resources using department issued AT&T Calling Cards.

III. POLICY

Department AT&T Calling Cards shall be used for official department business only. Official business shall be defined as any call authorized for reimbursement under DAS-Finance policy FIACCT 13-006.00.

Use of department calling cards for personal purposes or calls other than those made for the benefit of the department is prohibited.