

	RESOURCE LIBRARY – ACCOUNTING Long Distance Call Control	CODE: 05.01.013
		EDITION: 1
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Objective 目的

The usage of long distance call (domestic & overseas) facilities should be properly controlled to ensure that these facilities are used solely for business purpose. Any personal calls should be identified and paid by the individual concerned. Henceforth, the integrity of all individuals is highly regarded.

应妥善控制长途电话（国内和国际）的使用，确保只用于公事。任何私人电话应由个人付款。因此，应高度重视员工的诚实道德品质

Policy 程序

- All administrative telephone lines should be given IDD/DDD access based on seniority and/or job necessity.
所有行政电话都应根据职位及工作需要设置国际及国内长途电话的使用权限
- The Director of Rooms/Front Office Manager should draw up the checklist of all administrative lines for the General Manager's approval.
房务总监或前厅部经理应编制汇总所有行政用途电话使用权限的清单报总经理审批
- This list should be reviewed from time to time.
这份电话清单应被经常复核
- At the end of each day, a telephone print out is distributed to all relevant Department Heads to be verified, indicating the name of the receiver and company, evidenced by his / her signature and returned to the Income Auditor for filing.
每个工作日结束时，应打印出所有行政用途的电话清单，交予相关部门经理审阅，并标注出对方电话接听人及公司的名称，待经理签字后交回收入审计存档
- Should such copies not be returned to the Finance Department promptly, the Finance Department has the liberty to charge the full cost to the Department Head concerned.
如上述资料不能及时送达财务部，财务部将有权向相关部门负责人收取相应的全部费用
- Should there be any personal charges indicated, the Income Auditor will make a copy to the Accounts Receivable to charge the individual's city-ledger account, which is to be settled at the end of each month.
如存在需收费的私人电话，收入审计应将记录复印件送交应收会计录入到相关的个人账户并于月末结算
- In the event that the caller does not have access, but requires the operator to assist in the call, the operator on duty must first obtain permission from the relevant department head.(Or fill out an application form Approved by the Department head)
如其他无权使用长途电话的员工要求总机协助接通长途时，当班接线员必须首先征得相关部门负责人的同意 (或者填写一个申请单由部门负责人签字的)
- This printed out permission of the call should be forwarded subsequently to the department head for initial to acknowledge approval.
经相关部门负责人同意拨打的长途电话记录应随后打印出来并送交该部门负责人签字审批