

Mobile Phone Costs – November 2017

Chief Executive of the Department of Treasury and Finance

Name and Position Description	Total Charges (ex GST)
<i>David Reynolds, Chief Executive</i>	\$88.90

Approved for publication - (16.02.2018)

Note: These details are correct as at the date approved for publication. Figures may be rounded and have not been audited.



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Detailed Mobile Report:

Mobile:

David Reynolds \$30/3Gb

Customer: South Australian Government
Period: Nov 2017
Cost Centre: 11111019999972321
Account No: 0580373700
Total Cost (Excl): \$80.82
Total Cost (Inc): \$88.90

Cost Recovery

Overview:

Below is a Summary Sheet listing usage details for the above mobile device, which is listed as being issued to you and/or under your care and control.

Instructions:

You are required to reimburse Dept Treasury and Finance _Agency for the cost of private calls in accordance with the departmental policy.

Would you please review the list of telephone calls attached and

1. Indicate which calls have been made by you that are private.
2. Complete the details at the bottom of the summary.
3. Transfer that information to the table below (including NIL amounts).
4. Make any payment as necessary in accordance with Departmental policy.
5. Get your direct line manager to note this declaration.
6. Keep a copy for your records.
7. Forward on to your Mobile Phone Administrator.

(If any details are incorrect please advise your mobile phone administrator).

Declaration

I certify that all private calls have been identified on the attached summary sheet and I agree to reimburse Dept Treasury and Finance _Agency for the amount of \$ _____.

All remaining calls made have been for legitimate Departmental business purposes.

Total of Private Calls Made (Incl GST) \$ _____

Less \$ _____ Dept Treasury and Finance _Agency allowance

Amount to be paid by Mobile Phone User \$ _____

Name (Printed) David Reynolds Staff No _____ Signature [Signature] Date 8/1/18

FOR OFFICE USE ONLY

Total receipted amount incl GST \$.....

Receipt No: _____ Date: 1/1