



Information Technology Telecommunications & Operations

11011 SW 104 Street – Room 9148 - Miami, FL. 33176
305 237-2505

Cellular Telephone Statement

User Name: _____ Date Sent: _____
User ID: _____ Mobile #: _____
Department: _____ Return by: _____

Instructions:

- ❖ Fill out the information above
- ❖ Review all calls shown on the attached cellular telephone statement, the total amount owed has been calculated and it will show at the end of the statement.
- ❖ Issue a check for the exact amount to Miami Dade College. It is required that cellular telephone users reimburse the College for all personal calls made from their cellular telephone.
- ❖ Please print and return a signed copy of this cover sheet with the check attached to:

***Information Technology Kendall Campus, room 9148
Attn: Pablo Trejo***

The signed cover sheet must be returned even when no personal calls are identified on the statements. Failure to return the cover sheet by the "Return By" date above could result in suspension of your cell phone service.

Using the table below; fill out the information based on the attached report for your personal calls.

Billing Period	Total Minutes Used	Amount Owed	Total Amount Paid	Check #

I certify that the above information is correct according to the records of the attached statement.

By: _____

Date: _____

If you have any questions or concerns, please contact ITOperations@mdc.edu