

ADMINISTRATIVE INSTRUCTION NO. 27

To: Members of the Staff of United Nations

Subject: PROCEDURE FOR THE COLLECTION OF PERSONAL TELEPHONE CALLS

1. Purpose

The purpose of this Administrative Instruction is to outline a procedure which will:

- (a) facilitate the collection of payment for personal telephone calls; and
- (b) partially compensate United Nations for the costs involved in handling and collecting such calls.

2. Billing

From the tickets made out by the telephone operators for every outgoing call, official and personal, the Telephone Control Unit in the Maintenance and Engineering Division will separate the personal calls of 25¢ and over and will bill each staff member chargeable. The amount per call will be computed by adding to the toll charge the 25% U.S. Government tax on personal calls. The total will be rounded to the nearest five-cent figure.

3. Distribution of Bills

On the day prior to the delivery of the pay cheques the Telephone Control Unit will forward the individual bills to the persons designated to deliver the pay cheques. An adding machine tape, showing the total for which each collecting officer is held liable, will be included.

4. Notification to the Bureau of the Comptroller

On the same day the Telephone Control Unit will send to the Bureau of the Comptroller a list of the collecting officers and the totals for which each is held liable.

5. Collection from Staff Member

Bills for telephone calls will be presented and collected at the same time the pay cheques are distributed. The bill will be retained by the Staff member as evidence of payment. The collecting official will deliver the amounts collected to the Cashier before the close of business on pay day. No monies are to be kept over night. The Cashier will issue a receipt showing the name of the collecting official making the delivery, the number of the pay period for which payment is made, and the total amount.

/6. Control

6. Control of Collections

Primary responsibility for collection will rest with the Departments. This is done to minimize expenses and to expedite collections. Payment by the staff member should be made on the pay day on which the bill is presented. If it is physically impossible to do so, e.g., by reason of absence, payment should be made on the next pay day, so that there may be only one delivery to the Cashier per pay period. If payment is not made on time, the bill will be referred for action to the immediate supervisor of the staff member chargeable.

7. Check on "Official" Calls

The Telephone Control Unit of Maintenance and Engineering Division is regularly sending to the Executive Officers a list of all calls stated to be official, for the purpose of determining which may be personal and which may be excessive or uneconomical. Official calls found to be personal will be so reported to the Telephone Control Unit and there processed according to the procedure for collection of personal calls.

8. Clearance Upon Separation From Service or Permanent Change of Duty Station

The signature of the official responsible for the collection of personal telephone charges will be necessary for clearance upon separation or permanent change of duty station.

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