University of Houston – Victoria
Use Log – For University Provided Communication Devices

Name: _____ Department: _____ Log for Month of: _____ Year: _____ Phone # of Device: _____ Page___of_____

Date/Time of Call	Outgoing (√)	Incoming (√)	With whom did you speak?	Phone Number of Outgoing or Incoming Call	Business (√)	Personal (√)	Nature of Call

Employee Instructions: In compliance with UHV policy A-16, (1) complete entry for each incoming and outgoing call, (2) sign and submit completed log to supervisor for monthly review.

I affirm that all calls were official university business unless noted otherwise.
I understand that this device is for official use only.

_____ Signature of Employee: _____ Date:

Supervisor Instructions: (1) Review and sign monthly log, (2) Personal calls resulting in additional university expense must be reported to HR as taxable income to the employee, (3) Retain completed logs in department 5 years for audit purposes.

Employee's log was reviewed for compliance with policy A-16.

_____ Signature of Supervisor: _____ Date: