

Part: **Public Money and Property**  
 Section: **General Revenue Fund and Revolving Funds**  
 Subsection: **Payments from the GRF**  
 Policy: **Telephone Services**

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## Telephone Services

**Objective** *The objective is to specify requirements for the payment of telephone services.*

**Authority** *The Financial Administration Act, 1993, section 28*

- Provincial Comptroller Directives**
- .01 Telephone accounts payable to SaskTel or other companies must be supported by a detailed billing showing rental, supplementary and long distance charges.
  - .02 Ministries must account for all long distance calls and certify them as being incurred on government business.
  - .03 Ministries should ensure SaskTel bills are paid on time. Ministries may find it necessary to verify SaskTel bills after the fact, in order to ensure they are paid within the 30 days after the billing date. Ministries must verify that interest charges are appropriate and follow up with SaskTel if there are problems. For more information refer to [Section 3150 Timing of Supplier Payments](#) and [Section 3152 Interest on Late Supplier Payments](#).
  - .04 Ministries may reimburse individuals for telephone expenses incurred for government business. For information regarding reimbursing individuals for telephone expenses, refer to [Section 3136 Travel Expense Claims](#).
  - .05 Ministries should monitor usage of government-owned telephones, along with other government assets, for compliance with the [Saskatchewan Public Service Commission Human Resource Manual, PS 1103, Information Technology Acceptable Usage Policy](#).
  - .06 For ministers' offices, the billing summary authorized by the Chief of Staff or designate, confirming goods and services received for government business, is used for payment. The billing detail is to be retained in the ministers' offices for audit reference.

**References**

- [3101 GRF Payment Responsibilities](#)
- [3136 Travel Expense Claims](#)
- [3150 Timing of Supplier Payments](#)

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[3152 Interest on Late Supplier Payments](#)

[Accounting Manual, Appendix H Central System Processing](#)

[Saskatchewan Public Service Commission Human Resource Manual, PS 1103.](#)