**UPSHUR HUMAN RESOURCES, INC.**

**FAX LOG**

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| Date | Caller | Person & Place Faxed  | Number Called | Reason for Fax | Program\* |
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\*All calls will be expensed to PA4122 unless otherwise noted.

All personal long distance faxes must be authorized by your supervisor and documented as such. Personal long distance calls should not be made on agency telephones by employee only in case of emergency.