

## **Cell Phone Stipend Agreement**

| SECTI  | ON 1: Employee   | e Information  |  |                             |  |   |  |
|--|--|--|--|-----------------------------|--|---|--|
| Emp  | Employee Name:   |  |  |                             | Employee ID:   |   |  |
| Employee Email:  |  |  |  |                             | Office Phone #:  |   |  |
| Cell Carrier:  |  |  |  |                             | Employee Cell #:   |   |  |
|  |  | -  |  | -                           | s requested, shall be a local c                            | all from campus   |  |
| NOTE: The number of the cell phone for which a stipend<br>(exceptions will be granted on a limited basis).<br>Department Name: |  |  |  |                             | Supervisor:  |   |  |
| SECTI  | ON 2: Cell Phon  | e Allowance R  | equest   |                             |  |   |  |
| ***  |  |  | • •  |                             | • •  | pend by another entity?<br>**********   |  |
|  | □New Stipend □Stipend Adjustment   |  |  | nent                        | □ Stipend Renewal  | □Stipend Termination  |  |
|  | □Tie   | □ Yes □ No <b>Doe</b><br>************************************  |  | l                           | \$240.00/annually  | Voice and Text Plan   |  |
|  | ⊡Tie   | er 2   | \$30.00/month  | l                           | \$360.00/annually  | Voice and Data Plan   |  |
| SECTI  | ON 3: Justificati  | ion (check all t   | hat apply)   |                             |  |   |  |
|  | Safety       Required to be on call         Critical Decision Maker       Required to be contacted on a regular basis         Essential Personnel       Frequent Mobility – required to be out of office |  |  |                             |  |   |  |
|  | □Cri<br>□Ess   | tical Decis<br>sential Per   |  | □Req                        | uired to be contacted                                      | •   |  |
| SECTI  | □Cri   | tical Decis<br>sential Per   |  | □Req                        | uired to be contacted                                      | •   |  |
| SECTI  | □Cri<br>□Ess   | tical Decis<br>sential Per   |  | □Req                        | uired to be contacted                                      | •   |  |
| SECTI  | Cri<br>Ess<br>ON 4: Billing Inf  | tical Decis<br>sential Per<br>formation  | sonnel   | □Req<br>□Frec               | uired to be contacted<br>quent Mobility – requi            | red to be out of office   |  |
|  | Cri<br>Ess<br>ON 4: Billing Inf<br>FUND  | tical Decis<br>sential Per<br>formation<br>DEPT  | ACCOUNT  | □Req<br>□Frec               | uired to be contacted<br>quent Mobility – requi            | red to be out of office   |  |
|  | Cri<br>Ess<br>ON 4: Billing Inf<br>FUND  | tical Decis<br>sential Per<br>formation<br>DEPT  | sonnel   | □Req<br>□Frec               | uired to be contacted<br>quent Mobility – requi            | red to be out of office   |  |
| SECTI-   | Cri<br>Ess<br>ON 4: Billing Inf<br>FUND<br>ON 5: Employee<br>e read and agr  | tical Decis<br>sential Per<br>formation<br>DEPT<br>Terms and Co<br>ee to comply  | ACCOUNT  | PROG                        | uired to be contacted<br>quent Mobility – requi<br>PROJECT | AMOUNT  |  |
| SECTI<br>I have<br>phon  | Cri<br>Ess<br>ON 4: Billing Inf<br>FUND<br>ON 5: Employed<br>e read and agr<br>e expenses on   | tical Decis<br>sential Per<br>formation<br>DEPT<br>Terms and Co<br>ee to comply<br>my personal   | ACCOUNT  | PROG                        | uired to be contacted<br>quent Mobility – requi            | AMOUNT  |  |
| SECTI<br>I have<br>phon<br>Emp   | Cri<br>Ess<br>ON 4: Billing Inf<br>FUND<br>ON 5: Employed<br>e read and agr<br>e expenses on   | tical Decis<br>sential Per<br>formation<br>DEPT<br>e Terms and Co<br>ee to comply<br>my personal<br>ure:                                   | ACCOUNT<br>ACCOUNT<br>onditions Review   | PROG                        | uired to be contacted<br>quent Mobility – requi            | AMOUNT AMOUNT sthat I will be incurring business cell stand this stipend is taxable.  |  |
| SECTI<br>I have<br>phon<br>Emp<br>SECTI  | Cri<br>Ess<br>ON 4: Billing Inf<br>FUND<br>ON 5: Employed<br>e read and agr<br>e expenses on<br>loyee Signatu<br>ON 6: Departm   | tical Decis<br>sential Per<br>formation<br>DEPT<br>e Terms and Co<br>ee to comply<br>my personal<br>are:<br>ent Approval                   | ACCOUNT ACCOUNT Conditions Review Conditions Rev | PROG<br>PROG                | uired to be contacted<br>quent Mobility – requi            | AMOUNT AMOUNT sthat I will be incurring business cell stand this stipend is taxable.  |  |
| SECTI<br>I have<br>phon<br>Emp<br>SECTI<br>I agre  | Cri<br>Ess<br>ON 4: Billing Inf<br>FUND<br>ON 5: Employed<br>e read and agr<br>e expenses on<br>loyee Signatu<br>ON 6: Departm<br>ee this stipend  | tical Decis<br>sential Per<br>formation<br>DEPT<br>e Terms and Co<br>ee to comply<br>my personal<br>ure:<br>ent Approval<br>is required to | ACCOUNT ACCOUNT Conditions Review Conditions Rev | PROG<br>PROG<br>due to busi | uired to be contacted<br>quent Mobility – requi            | amount         AMOUNT         amount         amount         b         b         b         b         c |  |