

Mobile Communications Equipment (Cellular Phones) Request Form

To Request Mobile Phone Equipment and Service

I authorize _____ T# _____ to receive an annual stipend
(EMPLOYEE NAME)
(paid over 24 pay periods) indicated below (total of selected options) as
reimbursement for the business use of a personal mobile communication device and
services:

Service Level:	Equipment:	Web/E-Mail Service: <input type="checkbox"/> \$600.00
<input type="checkbox"/> \$ 480.00	<input type="checkbox"/> \$ 75.00	
<input type="checkbox"/> \$ 720.00	<input type="checkbox"/> \$150.00	
<input type="checkbox"/> \$ 960.00	<input type="checkbox"/> \$250.00	
<input type="checkbox"/> \$1,200.00		
<input type="checkbox"/> \$1,800.00		
<input type="checkbox"/> \$2,400.00		
Total Stipend \$		_____

Account Information:

Departmental Account(s)

Fund	Organization	6145 Account	Program	Percentage
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Authorizations:

Employee	Date
Dean/Division or Department head	Date
Budget Office	Date
Human Resources	Date

Remove/Suspend stipend to
employee []

Reason _____

By signing this request form, both employee and supervisor agree to the terms set within University policy and the procedures attached. Form will be processed when sufficient budget has been established within the appropriate account.

Mobile Communications Equipment Procedure

The University reimburses business use of personal Mobile Communication Equipment on campus. University policy allows departments to authorize an employee who has a bona fide, job-related need for a mobile communication device, to receive compensation to purchase necessary equipment and service.

1. Supervisors with employees that have a need for the use of a cellular telephone or other Mobile Communication Equipment may submit an approved Mobile Communications Equipment Request Form and Agreement with the University Budget Office.
2. By signing this agreement, Employees requesting this stipend understand that the compensation shall be added to their annual salary and be subject to related taxes (but not benefits).
3. Employees are responsible for all aspects of their mobile communication device. The equipment and service are personally owned by the employee and they are responsible to purchase the equipment and the annual service. Other than providing the compensation, the University maintains no ownership or direct responsibilities over cellular phones or communications devices. Failure of the employee to pay monthly bills resulting in loss of service shall be grounds to suspend immediately the stipend compensation.
4. Compensation;
 - **Annual Service and Web/E-mail** – On the request form, Supervisors select a compensation plan that best meets the monthly service needs of their employee's position. Compensation must be only sufficient to cover business use, including text messaging. Compensation will be paid over 24 pay periods
 - **Equipment** - Employees may be compensated for an amount with which to purchase equipment. Supervisors must approve the amount requested that will cover the cost of equipment sufficient to meet the needs of the employee and not personal use. This amount will also be paid over 24 pay periods
5. Employees that receive this compensation must provide to their supervisor and the campus their mobile communication device number, which may be listed in the campus directories.
6. Equipment and service may be purchased before OR after the request form has been submitted and approved.
7. Employees are responsible to negotiate and enter into their own service contracts and abide by the contractual requirements. The University will not be liable for any payments to any provider for any reason. With the compensation, this becomes strictly a personal purchase and the University cannot be named on any contract or other agreement. However, employees may contact the University's Purchasing Office to discuss potential state contracts for personal use opportunities.
8. Upon termination of employment with SUU, the employee is responsible for future service payments and/or service termination.
9. Step-by-step process
 - Step 1 – download Request Form from Human Resource website
 - Step 2 – discuss service level and equipment needs with supervisor
 - Step 3 – supervisor must authorize form
 - Step 4 – supervisor must ensure budget is available and located in the correct account (Salaries)
 - Step 5 – completed form is submitted to Budget Office for processing.
 - Step 6 – either obtain new equipment/service or utilize current personal plan
 - Step 7 – Request Form must only be submitted once. The compensation will continue year-to-year until cancelled or suspended
 - Step 8 – to suspend or remove the stipend to a current employee or an employee leaving the University, the Request Form must be completed with the appropriate box selected and submitted to Human Resources.