

# Mobile Communications Equipment (Cellular Phones) Request Form

New Request

Change in Stipend

I authorize our employee, \_\_\_\_\_ (T# \_\_\_\_\_), to receive an annual stipend (paid over 24 pay periods) as reimbursement for the business use of a personal mobile communication device and services for this employee's position as \_\_\_\_\_ at SUU. Reimbursement will be paid as follows:

**Total Annual Stipend\*:**

**Effective Date:**

\$ \_\_\_\_\_ per year

\_\_\_\_\_

*\*Annual amounts are limited to \$900 or less per fiscal year.*

Please indicate how much of the cell phone stipend amount is allocated for the following:

\_\_\_\_\_ Cell Phone Service      \_\_\_\_\_ Cell Phone Equipment      \_\_\_\_\_ Cell Phone Web Services

## **Account Information - Departmental Account(s)**

|       |       |    |       |      |       |              |       |         |       |         |       |            |
|-------|-------|----|-------|------|-------|--------------|-------|---------|-------|---------|-------|------------|
| _____ | Index | or | _____ | Fund | _____ | Organization | _____ | Account | _____ | Program | _____ | Percentage |
| _____ | Index | or | _____ | Fund | _____ | Organization | _____ | Account | _____ | Program | _____ | Percentage |

## **Authorizations**

|       |                                  |       |      |
|-------|----------------------------------|-------|------|
| _____ | Employee                         | _____ | Date |
| _____ | Dean/Division or Department head | _____ | Date |
| _____ | Budget                           | _____ | Date |
| _____ | Human Resources                  | _____ | Date |

|   |
|---|
| <p><i>Remove/Suspend stipend to employee [ ]</i></p> <p>Reason</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|

It is expected that both the employee & University understand and will adhere to the attached page of Mobile Communications Equipment Procedures.

# Mobile Communications Equipment (Cellular Phones) Procedures

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 device may submit an approved Mobile Communications Equipment Request Form to the University Budget Office.
2. By signing the Request Form, 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 communication devices. Failure of the employee to pay monthly bills resulting in a loss of service shall be grounds to suspend immediately the stipend compensation.
4. Such compensation for reimbursement are:
  - a. **Annual Service and Web/Email Service** – on the request form, supervisors select a compensation amount that best meets the monthly work-related 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.
  - b. **Equipment** – employees may be compensated for the amount with which to purchase equipment. Supervisors must approve the amount requested to cover the cost of equipment sufficient to meet the needs of the employee and not personal use. The amount will 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 Southern Utah University, the employee is responsible for future service payments and/or service termination.
9. The following is a step by step process to completing the Mobile Communication Equipment Request Form:
  - a. Download Request Form from the Human Resources website
  - b. Discuss service level and equipment needs with supervisor
  - c. Complete the form and submit to supervisor for approval
  - d. Supervisor is to ensure budget is available and located in the correct budget line (salaries)
  - e. Submit form to the Budget Office for processing
  - f. Either obtain new equipment/service or utilize current personal plan
  - g. Request form need only be completed once; the compensation will continue as stated year-to-year until cancelled or suspended.
  - h. To suspend or remove the stipend to a current employee or to modify the stipend, a new Request Form must be completed with the appropriate box selected and submitted to the Budget Office.