

PACIFIC LUTHERAN UNIVERSITY
Cell Phone Allowance Authorization

Department: _____

Banner Account # _____ - _____
(Fund Code) (Org. Code)

Employee Name: _____

Effective Date: _____

Employee Signature: _____

PLU ID# _____ - _____

Cell Phone Allowance only

Monthly Allowance \$ _____
(Not to exceed \$50 per month)

Cell Phone and Internet/Data Connection Allowance

Monthly Allowance \$ _____
(Not to exceed \$100 per month)

Cell Phone Equipment Allowance

One time only \$ _____
(Not to exceed \$100)

Reason employee needs service: (to be completed by supervisor)

Departmental Authorization:

Printed Name & Title

Signature Date

Vice President's Authorization:

Signature Date

Vice President, Finance & Operation

Signature Date

Terms and Conditions:

1. For 2008–2009, the base allowance for cell phone service will be \$50 per month, and base allowance for a Blackberry or similar device will be \$100 per month. These allowances have been grossed up to counter income tax effects. These amounts will be reviewed periodically as the University deems appropriate.
2. Base rates are for standard cell phone service. Any additional features are at the expense of employee unless the employee's department head determines a business need. Employees traveling internationally on University business may apply for reimbursement for specific business-related phone calls or internet services.
3. If employee leaves the University, the department will pay deactivation fee for cell phone contract if employee cancels plan within 30 days of termination of employment. Documentation of deactivation shall be submitted to the supervisor.
4. Employees are not required to purchase insurance for any assets related to plan, but may choose to do so at their own expense.
5. Normally, if employee goes over allotted plan minutes, any additional charges will be at his/her own expense. Any exception must be documented and approved by the area vice president/provost.
6. The department budget head must approve any plan upgrades if a business need exists.
7. Any damage to plan equipment is not reimbursable.