



# Cellular Phone/PDA & Internet Service Allowance Request Form

Refer to the Policies for [Selected Discretionary Expenditures](#) (sections D and H) for information about policies regarding cell phone and home internet service.

Employee Name:  Employee ID#:  Job Title:

Employee Dept. Name:  Dept. #:  Choose one:  Exempt/Semi-monthly  
 Non-Exempt/Bi-weekly

**Business Purpose/Justification:** Provide the reason (e.g., business purpose) this employee qualifies for an allowance:

**General ledger account number to charge:**  .  . 71020.  .  . 00000

**Allowance option:** Indicate option(s) (i.e., phone and internet) and amount for each:

1. Cellular Phone Only (up to \$40/month): \$        3. PDA type Data Only (up to \$45/month): \$

2. Cellular/Data Device (up to \$80/month): \$        4. Internet Service (up to \$40/month): \$

**Time period for this allowance:**

Start Date:       End Date:       Total Allowance Amount (amount/mo. x # of mo.):

*NOTE: The annual amount covers the time period requested above. If no dates are provided, the start date will be the first pay period following receipt of this form in the Payroll Office; the end date will be June 30<sup>th</sup> of the fiscal year. Requests cannot cross fiscal years (i.e., July 1 through June 30). Submit a new Allowance Request Form to the Payroll Office each year.*

**Employee Certification:** I certify that I require the service for which I am receiving an allowance to conduct official RIT business. I will promptly advise my supervisor if I discontinue my cellular or internet service.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor Certification:** I certify that the above-named employee requires the service indicated to conduct official RIT business. I will notify the Payroll Office immediately, in writing, if the allowance(s) should end prior to the end date indicated on this form. Note: If the employee is a dean or vice president, only the Authorized Approval signature is required and this signature may be left blank.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approval \_\_\_\_\_ Date \_\_\_\_\_

*Deans/vice presidents must approve allowance requests for employees within their college/division. The provost will approve allowance requests for the deans; the president will approve requests for the provost and vice presidents.*

Send the completed form, with the appropriate approvals, to the Payroll Office (2<sup>nd</sup> Floor, Barnes & Noble @Park Point) for processing.