PACIFIC LUTHERAN UNIVERSITY Cell Phone Allowance Authorization

Department:	Banner Account #		
•	(Fund	l 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		
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.