

Southern Oregon University

Wireless Service Allowance Authorization Form

Employee Name: _____ **Date:** _____
Employee ID#: _____ **Employee's Personal Cell Phone #:** _____
Monthly Service Plan Amount: _____ **Monthly Data Plan Amount:** _____
Department: _____ **Index Code:** _____
Department Contact: _____ **Phone Number:** _____

Describe employees typically planned business usage of wireless services and equipment:

As Department Chair/Director/Dean/VP, I verify that the employee listed above is required, due to legitimate business need, to maintain wireless communication to conduct official SOU business. I hereby authorize the employee listed above to use his/her personal wireless communication for conducting official SOU business. The University will pay the employee a "Wireless Services Allowance" for using his/her personal wireless communication device in accordance with the University's "Wireless Services Policy".

Payroll Office must be notified immediately if plan cost decreases or is cancelled.

Monthly Plan Allowance: Amount		Amount		Amount	
Wireless Plan (Max \$40)		Data Plan (Max \$25)		Total (Max \$65)	

Smart Phone Allowance: Amount

Smart Phone (Max \$300)	
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Ethics law outlined in ORS Chapter 244 prohibits public officials (including SOU employees) from participating in provider or contractor discount programs designed for government use, except as noted in the ORS.

I verify that the wireless plan I have selected does not conflict with SOU policy, and is not in violation of Oregon Ethics Law.

Approvals:***

Requested by Employee: _____ **Date:** _____
Requested by Dean/Director: _____ **Date:** _____
Approved by Vice President: _____ **Date:** _____

*****Attach a copy of the first page of your wireless communication bill (or service contract) and copy of smart phone purchase receipt (if applicable) to this form, (as verification of your wireless plan and smart phone cost). Submit this form to Payroll Office. Both the employee and the Department should retain a copy. The signed copy of this form will be returned to the Dean/Director as notification of approval. If approval is not granted a copy will be returned with an explanation of why the request was not granted.**
