

Request for Cell Phone Stipend

Date: _____

Employee Name: _____ Banner ID: _____

Department: _____ Position: _____

Index to Charge: _____

Cell Phone Number: _____ Percent of Cell Phone Business Use: _____ %

Stipend Amount _____ **(Leave blank, to be completed by Service Center)**

Justification: Provide position's or department's business need for cell phone usage based on position duties, how the requested cell phone stipend amount does not exceed the amount necessary for business uses and why the requested stipend is the least expensive means for meeting the business need.

(Employee must provide a copy of his/her most recent monthly statement)

I understand that SDSU is not responsible for any costs associated with my personal cell phone, the phone's data services, or its software. I also acknowledge that by accepting a monthly stipend for business use of my personal phone, I agree to provide my cell phone, its data, and any associated billing statement to SDSU for any necessary legal discovery proceedings related to cell phone transmissions. I further understand that in order to continue receiving the stipend, I must maintain an active cell services contract for the stipend's duration, and should the contract end, I am obligated to immediately notify my supervisor immediately. I further acknowledge having fully reviewed SDBOR Policy 5:23 and University Policy 5:13 and understanding how they apply to me prior to signing.

Employee Signature

Date

Supervisor Approval

Date

Dean, Director, or Department Head Approval

Date

Vice President Approval

Date

Finance and Budget Approval

Date

Email original and most recent monthly itemized cell phone statement to appropriate financial service center for processing

Instructions for Request

1. Provide justification as to how this phone is used for SDSU business. Please provide a copy of your most recent cell phone bill with your request to document the cost of the plan service.
2. Email request form to your financial service center along with the required itemized cell phone statement. The Service Center staff will calculate the stipend dollar amount and route the request form via DocuSign back to you and the appropriate approvers for signatures.
3. Appropriate Cell Phone Stipends, based on business need, will be provided but will not include costs associated with the phone, insurance, accessories or add-on services. Maximum authorized stipend will be the percentage of business use up to \$40.00. Individuals and their supervisor's requesting a stipend in excess of \$40.00 must explain the additional plan cost. This will require approval by the Vice President over the unit and the Vice President of Finance & Administration
4. SDSU reserves right to determine whether there are more efficient and effective means of communication that satisfy the business need and to make adjustments to as necessary.
5. Requests for a stipend is based on business need, must be confirmed and re-submitted annually or upon request of SDSU on or before May 1.