



WIRELESS COMMUNICATON ALLOWANCE AUTHORIZATION FORM

EMPLOYEE NAME _____

EMPLOYEE ID # _____

JOB TITLE _____

LOCATION # _____

CELL PHONE NUMBER _____

EMPLOYEE SCHOOL/DEPARTMENT _____

- The monthly wireless communication allowance will be paid each month.
- This is a non-accountable plan therefore additional receipts and documentation are not required.
- Wireless communication allowance is not eligible for reporting to the Department of Retirement Systems.
- Wireless communication allowance is subject to applicable payroll taxes.
- Employees receiving the wireless allowance will not be separately reimbursed through the district for wireless communication related charges.
- The district is not responsible for making changes to the district electronic communication system to accommodate a wireless device that is not compatible.
- It is the employee's responsibility to check with the district IT department to make sure a device is compatible with the district electronic communication system prior to the purchase of such a device.

MONTHLY ALLOWANCE AMOUNT AUTHORIZED: \$ _____

By accepting the monthly wireless communication allowance I do hereby agree to use my own personal cell phone so that I may be reached during regular business hours and non-business hours. I agree to have a working cell phone and to furnish the district with a valid working cell phone number at all times. I further agree to contact my supervisor and payroll office if I change or cancel cell phone services. Failure to contact the payroll office may result in a repayment of the allowance.

(Employee Signature)

(Title)

(Date)

(Supervisor Authority Signature)

(Title)

(Date)

Eligibility for the allowance is dependent on employee meeting criteria established in Policy 8364.

APPROVAL:

Superintendent

Date

Business Manager

Date

NOTE: If you are receiving cell phone service through the district plan administered by the business office, you need to arrange to be removed from the plan in order to receive the allowance. The district administered plan will be discontinued effective June 30, 2010.

PAYROLL: ALLOWANCE SET-UP

(Initial)

(Date)