



Cell Phone Purchase Reimbursement Request
 (must attach an itemized receipt showing actual price paid for phone and taxes)

Employee Name		Employee ID
Account Number	Department/School	Cell Phone #:
1000.254.340600._____.4353 <small>Dept. #</small>		

- Per Horry County Schools guidelines, I am allowed reimbursement (50% up to \$50 **OR** 50% up to \$150, depending on the plan approved) of a newly purchased cell phone every 24 months.
- Reimbursements are made based on the last reimbursement date, not the purchase date.
- Requests for reimbursement are the responsibility of the employee.
- Reimbursements are calculated based on the actual amount the employee paid for the phone and taxes. No accessories or other fees are reimbursable.
- The employee must provide an itemized receipt showing the actual amount paid for the phone and the taxes.

Employee Signature

Date

FOR OFFICE USE ONLY

Approved Plan (check one)	Description	Reimbursement Amt.	Voucher #	Reimbursement Date
<input type="checkbox"/> Voice Only	Phone reimbursable 50% up to \$50.00	\$		
<input type="checkbox"/> Advanced Data	Phone reimbursable 50% up to \$150.00	\$		