



BAKERSFIELD CITY SCHOOL DISTRICT PERSONAL CELLULAR DEVICE REIMBURSEMENT FORM **2026-27 FISCAL YEAR**

I request a payroll reimbursement from the Bakersfield City School District for using my cellular device for district business. I understand that this reimbursement will be a stipend included in my monthly payroll warrant. I am responsible for notifying the Department of Stores and Purchasing by the 10th of the month to initiate a stipend or discontinue the stipend if I no longer use my cellular device for district business. Additionally, I agree to comply with all state and federal laws regarding cellular device usage, including the requirement to use hands-free devices for telephone usage while driving an automobile, effective July 1, 2011.

Instructions:

- 1) Complete the information requested below for the employee requesting cellular phone reimbursement for a personal cellular phone being utilized for business purposes instead of a district-issued phone and service plan.
- 2) Attach a copy of your most recent cell phone bill as proof of a cell phone plan. NOTE: Reimbursements are effective in the month they are received by payroll. No retroactive payments are permitted.
- 3) Reimbursement is effective for the current fiscal year only.
- 4) Return the District-issued cellular device to the Department of Stores and Purchasing

Name: _____ Employee ID or SS#: _____

Title: _____ Department: _____

Check One Below:

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\$80.00 Smart Phone Stipend

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Terminate Stipend

SUBMIT TO PURCHASING BY THE 10TH OF THE MONTH TO BE EFFECTIVE IN THAT MONTH

Personal Cellular Phone Number (Including Area Code): _____ **REQUIRED**

District Cellular Phone Number to be terminated: _____ **REQUIRED**

Active Wireless Service Contract attached Yes ___ No ___ **REQUIRED**

District Cell Phone Returned? Yes ___ No ___ **REQUIRED**

Employee Signature: _____ Date: _____

Department Head Approval: _____ Date: _____

Administrative Approval: _____ Date: _____

For Payroll Use Only

Pay Period Started

Pay Period Stopped

Processed By: _____

SUBMIT TO
DEPARTMENT OF STORES AND PURCHASING