

CELLULAR PHONE ALLOWANCE REQUEST FORM

Geneseo has established a cellular phone allowance for employees who require a cellular phone to fulfill the requirements of their position at the college. **Return approved request and Form G to Accounting (Erwin 217). The employee must also submit a copy of their cellular phone agreement or monthly bill to begin receiving the allowance.**

NAME: _____ EMAIL: _____
CELL #: _____
JOB TITLE: _____
DEPARTMENT: _____



Request and Justification for Standard Allowance (\$25)

The above employee meets the following documented official state business needs for a wireless communication device:

- Responsibilities include making critical day-to-day business decisions requiring immediate attention.
- Frequently out of the office, in remote locations, or off campus and communication is essential
- Responsibilities involve significant time away from the desk or workplace
- Frequently engages in work-related travel
- Position is expected to receive and return critical calls outside non-working hours
- Designated as key personnel needed in the event of an emergency
- Other Describe: _____

Request and Justification for Additional Allowance: *Additional allowance is requested for text messaging and/or data phone features needed as a requirement for the employee's job. Strong justification is required.*

Text Messaging (\$10)

- Responsibilities include receiving automated text messages from computerized systems.
Describe: _____
- Responsibilities include sending commands to control systems remotely during non-business hours.
Describe: _____
- Other
Describe: _____

Data (\$35) Note: *Please review "Mobile Devices" prior to purchasing if possible at <http://www.geneseo.edu/cit/mobile>*

- Responsibilities require quick, anytime, anywhere, response using the Internet during non-business hours.
Describe: _____
- Responsibilities involve significant time out of the office in locations without Internet and access is a requirement to perform job duties.
Describe: _____
- Other
Describe: _____

If, at any point, the employee is no longer justified for a cellular phone allowance, it is the responsibility of the department head to notify Accounting (x5606) and Human Resources (x5616) to discontinue the allowance.

_____ Employee Signature	_____ Total Monthly Allowance Requested	_____ Date
_____ Department Head Signature	_____ Total Monthly Allowance Approved	_____ Date
_____ Provost/VP Signature	_____ Total Monthly Allowance Approved	_____ Date