

NC State University - Mobile Communication Device Allowance Request Form

Employee Information:

Name: <Name>
 Title: <Title>
 Division/ Department: <Department>
 Employee ID: <Employee ID #>
 Cell Phone #: <Cell Phone # associated with allowance>

Request Type (on a calendar year):

- New Begin Month (Month, Year): January 2014
- Annual Renewal End date (Month, Year) December 2014
- Terminate Termination date (Month, Year) _____

Charge to this 6 (or 11) digit Project ID: _____

1. Indicate your business-use justification in the chart below. Select all that apply.	
<input type="checkbox"/>	Eligible senior-level employees which includes: the Chancellor, Executive Officers, Deans, and other JCAT 100-level positions as designated by the Chancellor or the appropriate Vice Chancellor.
<input type="checkbox"/>	Faculty and non-faculty professionals who must be available 24/7 or during non-business hours to meet service needs such as life/safety issues and/or critical system and operational support.
<input type="checkbox"/>	Faculty and non-faculty professionals who must be routinely accessible during business hours but are primarily in travel status or "in the field" a significant amount of the time due to the nature of job duties (job requirement to be away from a standard office). Review of the most efficient and cost effective means of communication should be considered before authorizing employees in this classification.
2. Category (Check one)	
<input type="checkbox"/>	University owned MCD (skip to required signatures)
<input type="checkbox"/>	Employee owned MCD (complete section 3 and 4 below)
3. Indicate the MCD allowance you are requesting:	
<input type="checkbox"/>	Voice Only - \$20/month
<input type="checkbox"/>	Data Only - \$20/month
<input type="checkbox"/>	Voice and Data - \$40/month
4. Required Documentation	
<input type="checkbox"/>	In accordance with the MCD policies and procedures, I have attached a copy of my most recent phone bill to this request.

Operating Parameters:

- NC State's MCD allowances will be paid through accounts payable as non-taxable cell phone reimbursement. According to the IRS, documentation of business use is required. Therefore, please attach a copy of your most recent cell phone bill to this form. Employees and management must recertify MCD allowances using this same approval process by December 31st each year to be continued into the next calendar year.
- The University will not purchase nor replace cell phone or data devices for employees receiving a MCD allowance.
- For involuntary employment terminations (e.g. RIF, dismissal), the University will pay applicable service cancellation fees.
- Employees receiving a MCD will be required to have their cell phones and/or data device with them, charged and operational at all times.
- The allowance and records of associated business use will be subject to the Public Records Act.

Employee / Supervisor / Management Certification and Signature:

I certify that I will use the funds requested toward the business use designated above, and promptly report any changes in the level of those business expenses to my supervisor. I will maintain my mobile communication device service and operation for University business. I further certify that I have read, understood and will comply with NC State's mobile communication device operating parameters described above.

Employee's Signature (Required) _____ Date

Departmental / University Head or Designee Certification and Signature:

I certify that the requested allowance is needed for this employee, to cover University-related expenditures for the mobile communication device services described above. I certify that the allowance has been justified to NC State's Mobile Communication Device Allowance standard.

Employee's Supervisor (Required) _____ Date

Dean/Director/Department Head (Required) _____ Date

Scan into electronic format and email to cell_phone_forms@ncsu.edu along with the Allowance Template and the latest month's cell phone bill.