

University of South Carolina Aiken Communication Allowance Request Form

Employee Name: _____ Supplier #: _____

Employee Home Address: _____

Department: _____ Job Title: _____

Current Cell Number: () _____ New Cell Number (if changed): () _____

Account Number to be charged: AK000 52037

***Please use PeopleSoft
Accounting Numbers***

Fund Dept. Class
ex: A0001 ex: 911111 ex: 301

Allowance Start Date: ___/___/___ Allowance End Date: ___/___/___

	Tier 1	\$25
	Tier 2	\$40
	Data	\$30
	Other- e.g. Text	\$

Total Allowance \$ _____

Employee business justification (Specify) _____

Qualification questions:

- Yes / No Is the service to be available outside normal business hours?
- Yes / No Is it within the employee's ability/responsibility to correct an issue if notified outside of normal business hours?
- Yes / No Is customer service substantially enhanced by employee - or substantially degraded by employee NOT - having cell device?

If any of the above are marked 'No', then further justification must be supplied. Use the back of this form or additional pages as necessary.

This section to be completed by supervisor.

Employee Certification:

I certify that the above allowance will be used toward expenses I incur for cell phone usage as described above. In exchange for the allowance being paid to me by USCA, I hereby agree that appropriate USCA staff (e.g., CSD) may have access to my PDA/cell phone for the purpose of reviewing or recovering university data.

Employee _____ Date: _____

Manager/Supervisor _____ Date: _____

Vice Chancellor _____ Date: _____

Cell Phone Allowance: Approved / Denied (Circle One) Cell Phone # _____

Instruction for Communication Allowance Request Form

Employee fills out the personal information in the top three lines. If the employee will not be keeping the cell phone number of record, then a replacement phone number must be supplied. The employee must supply an active cell phone number to qualify for the allowance.

The supervisor will complete the information specified in the middle section. Either start or end dates should be completed as appropriate.

Placement in a tier is to be based on the employee's prior usage for business phone calls only. An estimate can be used in the absence of usage history, such as a new employee or a change in job responsibilities.

Tier placement should be determined on the following estimates:

- Tier 1 – \$25/month: This allowance is for the employee who has limited usage of the cell phone for business purposes (100 to 500 minutes).
- Tier 2 - \$40/month: This allowance is for the employee who has moderate usage of the cell phone for business purposes (over 500 minutes).
- Data - \$30/month: This allowance is for the employee who is required to have a data device for checking email on a wireless basis.

If any of the qualification questions are 'No', then additional justification must be provided *and approved*. The form must be signed by the employee and all superiors.

Approval or denial of the allowance is subject to the employee's supervisor and all levels up to (and including) the Dean, Director, or Vice Chancellor.

The employee must be able to provide a copy of the phone bill with the activated services.

Please send completed forms to Debbie Pearson in the Business Services Office. Please notify them immediately if employee address changes.