

# NAU Cell Phone Allowance and/or Purchase Agreement

This form is to be used by employees and their supervisors to document their request for cell phone allowance and/or purchase and acknowledge their understanding of the NAU Cell Phone policy requirements and limitations. The policy is at [http://www4.nau.edu/its/tel/faculty\\_staff/contractpolicy.asp](http://www4.nau.edu/its/tel/faculty_staff/contractpolicy.asp)

**Please Print**

**Department Name:** \_\_\_\_\_ **Department Number:** \_\_\_\_\_  
**Employee Last Name:** \_\_\_\_\_ **Employee First Name:** \_\_\_\_\_  
**EMPL ID Number:** \_\_\_\_\_

**Cell Phone allowance**

You must meet at least one of the following criteria to receive the allowance.

- The job requires considerable time outside the office (travel, meetings, conferences, etc.) and use of an electronic device facilitates the effective maintenance of business operation while away.
- The job requires the employee to be immediately accessible to receive and/or make frequent business calls outside of working hours.
- Job duties away from the office may expose the employee or others to immediate harm or danger (e.g., visits to homes of patients or clients).

The allowance will be charged to an account specified by the employee's supervisor, who must ensure availability of funding. Department eligibility criteria can be more (but not less) restrictive than the university criteria stated.

Allowance for Use of Personal Phone (*complete listed information*)

- a) 10 digit phone number: ( ) \_\_\_\_\_ Employee will be available for calls (in possession of the phone & have it turned on) during those times specified by manager.
- b) Phone number is listed in LOUIE? Yes  No
- c) Allowance amount per month: (from the table below) \$ \_\_\_\_\_

**Cell Phone Allowance:**

Monthly Allowance	Normal Business Usage	High Volume Business Usage
Voice (occasional, but necessary, business usage)	\$15	
Voice	\$34	\$85
Voice & text	\$51	\$102
Voice, text & email/data	\$81	\$132

Effective date of rates: 03/01/2008

**Cell Phone Purchase**

The university will assist with paying the net purchase of a cell phone device as shown in the table below. Employee must provide a bill or purchase receipt for their cell phone in order to receive this allowance.

- a) Purchase amount: (from the table below) \$ \_\_\_\_\_

**Cell Phone Purchase Allowance:**

Phone Purchase Allowance	One-time amount every two years upon purchase of new phone
Basic Phone	\$25
Smartphone or Blackberry	\$300

Effective date of rates: 03/01/2008

- A copy of the bill or purchase receipt for the phone must be attached.

Date of last cell phone purchase for which allowance was received \_\_\_\_\_

## Cell Phone Support

Users who are authorized to use smart phone or Blackberry devices and wish to utilize ITS technical support for email or calendar integration, must choose a provider and phone shown on the following ITS website: [www.nau.edu/cellular](http://www.nau.edu/cellular). Technical support for all other smart phones, Blackberries, and regular phones must be obtained from the vendor providing the phone.

## Employee Information and Responsibilities

The cell phone allowance/or purchase is considered taxable income to the employee by the Internal Revenue Service. Eligibility for the allowance or the level of the allowance provided is subject to change or cancellation without notice at any time. Supervisors may periodically request documentation of business use to determine the appropriateness of eligibility and level of the allowance amount.

Employee must inform the university to discontinue the allowance when the eligibility criteria are no longer met or when the cell service is cancelled. (At this time a term PAR for the cell phone allowance would need to be processed by the department. If the employee is leaving the university put a note on the employee's term PAR to cancel the cell phone allowance.) If such notification is not submitted within 30 days of no longer meeting criteria or service cancellation, the employee must repay any allowance received. If the employee is leaving the university the department must indicate on the term PAR that the phone allowance needs to be termed also.

## Documentation Requirements

- Attach this original agreement form to a Personnel Action Request (PAR) for payment of the allowance. The PAR must include the appropriate position number designated for mobile phone allowance, a start date and an end date (the end date can not be longer than two years).
- To obtain a position number for mobile phone allowance send an email to the budget office requesting a position number. Include your department unit, department name and department code.
- If your business need is short term, e.g. 3 months out of the year, you must put a start and stop date that reflects the term on the PAR.
- Retain a copy of all records in department.

Sample PARs for cell phone allowance and for cell phone purchase can be found on the HR web site under forms. <http://hr.nau.edu/m/content/view/307/325/#C>

**By signing below the employee and authorizing managers acknowledge their responsibilities under the Cell Phone Policy. This cell phone allowance agreement must be approved by the employee's supervisor, dean/director, and vice president.**

Employee Name (please print)	
Last	First
Employee Signature	Date
Supervisor Name (please print)	
Last	First
Supervisor Signature	Date
Dean/Director Name (please print)	
Last	First
Dean/Director Signature	Date
Vice President Name (please print)	
Last	First
Vice President Signature	Date