

Dickinson

Cell and Smart Phone Stipend Approval Form

As part of your job duties, it is expected that you will need to make use of a cellular telephone or similar device. Dickinson College has the following cell/smart phone allowances for work purposes.

Employee Name:	
Job Title:	Cell Phone Number:
Department:	Department Head:

Indicate allowance(s) requested: All allowances are subject to annual review and modification as determined by the Vice President of Finance and Administration.

☐ Cell Phone	Allowance Amount \$25.00/month
☐ Smart Phone	Allowance Amount \$50.00/month
☐ Equipment Allowance – Upon presentation of a receipt, fifty (50) percent of the purchase price of a personal device, up to a maximum of \$100. Allowance for equipment only, does not apply to accessories. Employee is eligible to receive an equipment allowance every 2 years.	Equipment Allowance (up to \$100.00) \$ _____

Employee Certification: I certify that the above allowance will be used toward expenses I incur for cell phone/data usage as described above and agree to the terms and conditions outlined in the Dickinson College Stipend Policy. In addition, I understand and acknowledge that the College will not be responsible for the terms of any contract I may choose to enter into with a cell phone company for my personal plan, including (but not limited to) any fees associated with early termination of a contract. **Attached is a copy of my personal cell/data plan contract which this allowance will be used to pay for.**

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Completed form with authorizations should be sent to Human Resource Services along with contract and/or receipt. A copy should be kept on file in the employee's department. Allowances may take up to one pay cycle to appear on paychecks following receipt of this form and required documentation.