

**BYU-Idaho
Cell Phone Subsidy
Request Form**

Instructions:

- 1- Use this form to request a university subsidy for the business use of an employee's personal cell phone.
- 2- Dean or managing director approval is required for all phones subsidized by the University.
- 3- Complete this form and obtain all approval signatures. Return completed form to the Accounting Office.
- 4- Form must be turned in to Accounting before the 22nd of the month. Subsidy will not become effective until the beginning of the next billing cycle (23rd of the month).
- 5- Refer to Cell Phone Subsidy Policy.

Cell Phone # (include area code): _____

University Cell Phone Plan Yes No

Employee Name: _____ I-Number: _____

Email Address: _____ Office Phone #: _____

Department Name: _____

Please select the appropriate subsidy and provide the required information.

This phone will be used for both University business and personal use. Choose the amount below that will be paid by the University. The balance will be charged to the employee's credit card if on the University Cell Phone Plan.

\$10.00	\$20.00	\$25.00	Full Subsidy
Business/Personal Infrequent business use	Business/Personal Moderate business use or frequent use of basic phone	Business/Personal Frequent business use of a smart phone	Special circumstances required to have phone available at all times

*Subsidy won't exceed the monthly billing charge for the phone.

Cost Center for University portion of cost: _____

Description of business use of phone: **(Required)**

I understand the University reserves the right to internally publish any cell phone number which is fully subsidized. I understand that all or a portion of the cost of this cellular phone will be borne by BYU-Idaho and charged to the account indicated above.

Approvals:

Employee: _____ Date: _____

Employee Supervisor: _____ Date: _____

Dean or Managing Director: _____ Date: _____

OFFICE USE ONLY

Subsidy entered in A/R system:

Date: _____ By: _____