

Cellular Phone Allowance Form

When complete, please forward to Payroll

For eligibility guidelines please refer to the [Cell Phone Policy](#).

Date

Job Title

Department

Allowance Level *

\$30 per month -- Average Usage

\$60 per month -- High Usage and/or Smart Phone

\$100 per month -- Mission Critical High Usage Smart Phones

**This is a taxable allowance. One-half of the monthly allowance will be added to each semi-monthly paycheck.

Employee: _____
Print Name Signature

Supervisor: _____
Print Name Signature

Senior Staff: _____
Print Name Signature