

## Request for Cell Phone Stipend or State-Owned Cellular Device

Date: \_\_\_\_\_ Stipend/Cell Phone Requested for: \_\_\_\_\_  
(Employee if Stipend, Dept./Unit Head if State-Owned Phone)

Banner ID: \_\_\_\_\_ Department: \_\_\_\_\_ Position: \_\_\_\_\_

Primary Employee (if stipend) or Department (if State-Owned Phone) Location: \_\_\_\_\_

Index to Charge: \_\_\_\_\_

**Request** (Please check one and complete the rest of the form)

State-Owned Cellular Device Requested

Stipend Requested: Cell Phone # \_\_\_\_\_ Stipend Amount: \_\_\_\_\_

**Justification** (Provide info below and attach additional sheets as needed; department info is required for state-owned cell phones):

- 1) Description of Position's or Department's business need for a cell phone based on Position Duties:
  
- 2) Amount of cell phone use necessary to fulfill position duties (i.e., percent time using cell phone for University business, days of use, minutes of use) and departmental need (if a phone request):
  
- 3) Specifications that the cell phone and its plan must meet in order to fully satisfy the position/department need:
  
- 4) Break down the cost of the cell phone and the projected monthly cost for service (i.e., phone, service charges) for the cell phone and plan for the year:
  
- 5) Explain how the requested cell phone stipend amount does not exceed the amount necessary for business use:
  
- 6) Explain why the requested cell phone, device,

### **Instructions for Request**

1. If you, as a department or unit head, are requesting a State-Owned cell phone/Hotspot to be assigned to your department or unit, provide justification as to why a cell phone is needed for SDSU business as set out in University Policy 5:13.
2. If you are requesting a stipend for business use of your personal cell phone, provide justification as to how this phone is used for SDSU business. Please provide a copy of your most recent cell phone bill with your request to document the cost of the plan service.
3. When calculating the requested stipend amount based on required business need, DO NOT include costs associated with the phone, insurance, accessories or add-on services.
4. For both State-Owned and personal cell phones, if texting and data services are included, please include in your justification the reasons these features are needed for SDSU business.
5. Forward request through applicable Supervisor, Department Head, Director, Dean and Vice President(s)/President for approval.
6. Appropriate Cell Phone Stipends, based on business need, will be provided. Maximum authorized stipend will be the percentage of business use up to \$40.00. Individuals and their supervisor's requesting a stipend in excess of \$40.00 must explain the additional plan cost and document it on a copy of their cell phone bill. This will require approval by the Vice President/President over the unit and the Vice President of Finance & Administration
7. SDSU reserves right to determine whether there are more efficient and effective means of communication that satisfy the business need and to make adjustments to as necessary.
8. Requests for a stipend or State-Owned cell phone based on business need, must be confirmed and re-submitted annually or upon request of SDSU on or before May 1.