

Attachment II

Texas State University-San Marcos Higher Threshold Personal Cellular Services Allowance Form

This form authorizes an employee an annual allowance which exceeds the threshold of \$600.00 USD, for reimbursement for University use of their personal cell phone plan. Note: This allowance is intended to assist with the cost for usage of cellular service, and not necessarily to cover the total costs. (See Attachment I for Service Plans.)

In order to obtain a Higher Threshold Allowance for an employee:

- Please complete this form including the allowance amount and obtain the employee and appropriate department head signatures.
- Submit Attachment II and PCR forms to the divisional vice president.
- After review and approval, the divisional vice president should:
 - Review the Higher Threshold Personal Cellular Service Allowance Form with the President for approval;
 - If approved, return a copy of the approved allowance forms to the appropriate department head; and,
 - Forward the approved PCR to:
 - The Human Resources Office for staff, hourly student employees and graduate students in divisions other than VPAA; or,
 - Faculty Records Office for faculty and graduate students in the VPAA division

Printed Name:	Texas State PLID:
Department:	Work Phone/Cell Phone
Account Manager:	Allowance Amount: \$

Justification for Higher Threshold:	
Vice President	Allowance Amount \$

I have read UPPS 05.03.11, Texas State Wireless Cellular Communication Services, and understand:

1. The associated employee responsibilities.
2. That these allowances are considered taxable compensation subject to required tax withholdings; and,
3. These allowances are NOT part of my base salary.

Employee's signature

Date

Authorizing Signature
Division Vice President
Director of Athletics

Date

Authorizing Signature
President

Date