

Attachment I

Texas State University-San Marcos Personal Cellular Services Allowance Form

This form authorizes an employee an allowance for reimbursement up to \$600.00 USD 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.

In order to obtain an allowance for an employee:

- Please complete this form including the allowance amount and obtain the employee and appropriate department head signatures.
- Complete a PCR for special payment and obtain the department head signature.
- Submit both forms to the divisional vice president.
- After approval, the divisional vice president should:
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 - Return the Personal Cellular Service Allowance Form 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: \$

Please select appropriate level to determine the monthly allowance from the schedule below.

Level	Plan Level I	Plan Level II	Plan Level III
Amount	\$20.00	\$35.00	\$50.00

(Note: explanation of each service plan level is found on the second page of this form)

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 / Date
Division Vice President
College Dean
Director of Athletics

Legend/Explanation:

Service Plan Level	Description – Usage is defined as voice, data, features, etc. regardless of instrument type.
I	Minimal amount of business usage anticipated
II	Moderate amount of business usage anticipated
III	Power user, much of anticipated usage is business related