



## Cellular Telephone Voice/Data and Internet Service Stipend Authorization Form

Employee Name: \_\_\_\_\_ MU ID Number: \_\_\_\_\_

Campus/Department: \_\_\_\_\_

Cellular Telephone Stipend: Cellular phone number (with area code): \_\_\_\_\_

Budget account: Fund \_\_\_\_\_ Org \_\_\_\_\_

Service Start Date: \_\_\_\_\_ Service End Date: \_\_\_\_\_

Voice/Data/Msg:            Base Plan (\$55)            Other (\$) \_\_\_\_\_

### Broadband Internet Service Stipend:

Budget account: Fund \_\_\_\_\_ Org \_\_\_\_\_

Service Start Date: \_\_\_\_\_ Service End Date: \_\_\_\_\_

Internet:                    Base Plan (\$35)            Other (\$) \_\_\_\_\_

### Justification:

### Employee Certification:

I certify that the above stipend will be used toward expenses that I incur for Cellular Telephone Voice/Data and Internet Service usage for business purposes. I further certify that should the business usage significantly decline for a sustained period, that I would notify my supervisor in writing, as soon as practicable. I further understand that Marshall University is not responsible for the tax consequences of the stipend or the business use of my personal cellular or internet devices.

Employee: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_

Director: \_\_\_\_\_ Signature: \_\_\_\_\_

Vice President: \_\_\_\_\_ Signature: \_\_\_\_\_