

Marshall University
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: Org _____ Fund _____

Service Start Date: _____ Service End Date: _____

Low (\$45) Medium (\$65) High (\$85) Other (\$) _____ Data (\$) _____

Cellular Telephone Purchase: Requested amount \$ _____

Base Cellphone Windows Mobile Smartphone Windows Mobile PDA PCMCIA Card

Other Describe _____

Internet Service Stipend:

Budget account: Org _____ Fund _____

Service Start Date: _____ Service End Date: _____

Low (\$15) Medium (\$25) High (\$40) 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 understand that this stipend will be included on my W-2 form as taxable income. 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

Date

Supervisor Signature

Date

Vice President Signature

Date