

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: Fund _____ Org _____

Service Start Date: _____ Service End Date: _____

Voice: Low/**Base Plan** (\$32) Medium (\$48) High (\$56) Other (\$) _____

Data & Msg: Low/**Base Plan** (\$28) Medium (\$36) High (\$40) Other (\$) _____

Internet Service Stipend:

Budget account: Fund _____ Org _____

Service Start Date: _____ Service End Date: _____

Internet: Low (\$15) Medium/**Base Plan** (\$34) High (\$47) 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

Date

Supervisor Signature

Date

Vice President Signature

Date