**Marshall University Research Corporation**

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Low ($45) ❑ Medium ($65) ❑ High ($85) ❑ Other ($) \_\_\_\_\_\_\_

❑ Data Services ($) \_\_\_\_\_\_\_\_

**Cellular Telephone Purchase:** Requested Amount $: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Base Cellphone Windows Mobile Smartphone Windows Mobile PDA PCMCIA Card

Other (Describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internet Service Stipend:**

Budget Account: Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Org \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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, I will notify my supervisor in writing as soon as practicable. I further understand that MURC is not responsible for the tax consequences of the stipend or the business use of my personal cellular or internet devices.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director/Dean/Vice President Signature Date

(If required)

*Revised 7-1-2012*