



Allowance Request for Wireless Telephone & Data Service

Middle Tennessee State University, Murfreesboro

Please complete all fields below to request an allowance for wireless telephone or data service in conjunction with MTSU's Wireless Telephone & Data Service Policy. **Please return completed form to: Human Resource Services.**

Forms submitted by the 5th of the month will be included in the upcoming payroll.

Name (Last, First, MI)		Employee ID	
Date	Phone No.	P.O. Box	
Department		Index	Account*

Monthly Allowance for Wireless Telephone & Data Service			
<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Change	
Rate Options (Please choose one.)			
<input type="checkbox"/> Basic		\$50.00	
<input type="checkbox"/> Smartphone		\$150.00	
		
Total Monthly Service Allowance		

I have read the terms of MTSU's Wireless & Data Service Telephone Policy and understand the employee responsibilities as outlined. I understand that the allowance provided by the University for wireless telephone and data service is taxable income and is NOT part of my base salary and that contract provisions of any wireless service plan entered into under this program are my personal responsibility. I also certify that the wireless service will be used in the performance of my job responsibilities at Middle Tennessee State University, as defined by my supervisor. I am responsible for the payment of any cost that exceeds the approved University allowance.

.....
Employee Signature

.....
Date

APPROVED:

.....
Supervisor's Signature

.....
Date

.....
Department Head/Dean Signature (required)

.....
Date

.....
Vice President Signature (required)

.....
Date

*61190 - Administrative Salary Allowance

61390 - Clerical Salary Allowance

61290 - Academic Salary Allowance

61690 - Professional Salary Allowance