

Request for Cell Phone Stipend or State-Owned Cellular Device

Date: _____ Stipend/Cell Phone Requested for: _____
(Employee if Stipend, Dept./Unit Head if State-Owned Phone)

Banner ID: _____ Department: _____ Position: _____

Primary Employee (if stipend) or Department (if State-Owned Phone) Location: _____

Instructions for Request

1. If you, as a department or unit head, are requesting a State-Owned cell phone/Hotspot to be assigned to your department or unit, provide justification as to why a cell phone is needed for SDSU business as set out in University Policy 5:13.
2. If you are requesting a stipend for business use of your personal cell phone, provide justification as to how this phone is used for SDSU business. Please provide a copy of your most recent cell phone bill with your request to document the cost of the plan service.
3. When calculating the requested stipend amount based on required business need, DO NOT include costs associated with the phone, insurance, accessories or add-on services.
4. For both State-Owned and personal cell phones, if texting and data services are included, please include in your justification the reasons these features are needed for SDSU business.
5. Forward request through applicable Supervisor, Department Head, Director, Dean and Vice President(s)/President for approval.
6. Appropriate Cell Phone Stipends, based on business need, will be provided. Maximum authorized stipend will be the percentage of business use up to \$40.00. Individuals and their supervisor's requesting a stipend in excess of \$40.00 must explain the additional plan cost and document it on a copy of their cell phone bill. This will require approval by the Vice President/President over the unit and the Vice President of Finance & Administration
7. SDSU reserves right to determine whether there are more efficient and effective means of communication that satisfy the business need and to make adjustments to as necessary.
8. Requests for a stipend or State-Owned cell phone based on business need, must be confirmed and re-submitted annually or upon request of SDSU on or before May 1.