



**Section 2: BUSINESS USE**

- Required to receive or initiate communication in emergency situations
  - Required to be on call and/or available around the clock
  - Required to access university data off-campus to manage job responsibilities
  - Required to be accessible during non-business hours and/or at remote locations
  - Other (brief justification) \_\_\_\_\_
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**Section 3: SIGNATURES AND APPROVAL**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

President's Council Member: \_\_\_\_\_ Date: \_\_\_\_\_

Office of Sponsored Programs: \_\_\_\_\_ Date: \_\_\_\_\_  
(If charging a sponsored award)

Send the original signed document to the Human Resources and Payroll Office. The employee and supervisor must retain copies. Wireless Communication Device Stipend Agreement must be reviewed annually with a new signed agreement submitted to HR & Payroll. As part of the annual review, the supervisor must view the employee's most recent monthly bill to confirm that the requested stipend amount is equal to or less than the employee's monthly voice and data plan charges and any recurring equipment/line charges that are itemized on the bill for the designated cellular telephone number.