



# Wireless Service Allowance Authorization Form

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Employee Cell Phone Number

\_\_\_\_\_  
Monthly Service Plan Amount

\_\_\_\_\_  
Monthly Data Plan Amount

\_\_\_\_\_  
Department

\_\_\_\_\_  
Index Code

\_\_\_\_\_  
Department Contact

\_\_\_\_\_  
Department Phone Number

**Describe employees typically planned business usage of wireless services and equipment:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Monthly Plan Allowance:**  
Wireless Plan \$40       Data Plan \$25

**Payroll Office must be notified immediately if plan cost decreases or is cancelled.**

Ethics law outlined in ORS Chapter 244 prohibits public officials (including SOU employees) from participating in provider or contractor discount programs designed for government use, except as noted in the ORS. I verify that the wireless plan I have selected does not conflict with SOU policy, and is not in violation of Oregon Ethics Law.

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

As Department Head, I hereby verify that (1) there is a substantial and legitimate need to require the employee listed above to use his/her personal wireless communication device to conduct official university business, (2) the nature of the wireless communication coverage maintained by the employee is related to, and is not in excess of, the business needs of the university, and (3) any Wireless Service Allowance paid to the employee is not a substitute for a portion of his/her regular wages. Accordingly, I hereby authorize the employee to use his/her personal wireless communication device for conducting official university business. The university will pay the employee a Wireless Service Allowance for using their personal wireless communication in accordance with the university's "Wireless Services Allowance Policy," which prevents the payment of any allowance in excess of the actual wireless communication device costs incurred by the employee.

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Vice President Date

**Attach a copy of the first page of your wireless communication bill (or service contract). Submit this completed form to the Payroll Office. The signed copy of this form will be returned to the Department Head as notification of approval. If approval is not granted, a copy will be returned with an explanation of why the request was not granted.**