Elizabeth City State University
Mobile Communication Device Allowance Request Form

Request Type:

____ New — Begin Month (Month, Year): _____

____ Annual Renewal — End date (Month, Year) _____

____ Terminate — Termination date (Month, Year) _____

Employee Information:

Name: _____ Title: _____

Division/ Department: _____

6-Digit Banner Fund: _____ - 11664

Indicate MCD allowance(s) requested and provide business use justification for each device allowance requested below:

MCD Allowance(s) Requested (Yes/No)	**Service Description**	**Business Use Justification:** Please justify the need for remote communication. Attach a copy of the employee's service provider invoice or other business use supporting documentation to substantiate your reimbursement. 1. Senior Administration Officers that must be available 24 hours a day, seven days a week (24/7). 2. Employees that must be available 24/7 to meet information technology service needs. 3. Employees on-call outside normal work hours. 4. Employees that are in travel status at least 20% of the time. 5. Safety requirements dictate that having mobile/remote communication capabilities is an integral part of performing job duties. 6. Other employees or special circumstances as approved by the Chancellor, Vice Chancellors and Chief of Staff. **Additional explanation is required for this option.**
Enter Y/N	**Cell Phone Voice Only ($20/Month)**	**Provide the applicable justification number and explanation from above and any additional information.**
Enter Y/N	**Data Only Non-Cellular Device ($20/Month)**	**Provide the applicable justification number and explanation from above and any additional information.**
Enter Y/N	**Cell Phone - Both Voice and Data ($40/Month)**	**Provide the applicable justification number and explanation from above and any additional information.**

Operating Parameters:

1. ECSU's MCD allowances will be paid through payroll as non-taxable cell phone reimbursement. According to the IRS, documentation of business use is required. Therefore, please attach a copy of your most recent cell phone bill/contract to this form. Employees and management must recertify MCD allowances using this same approval process by May 31st each year to be continued into the new fiscal year. Failure to recertify annually will result in allowance termination on the next payroll.
2. The University will not purchase nor replace cell phones or data devices for employees receiving a MCD allowance.
3. For involuntary employment terminations (e.g. RIF, dismissal), the University will pay applicable service cancellation fees.
4. Employees receiving a MCD will be required to have their cell phones and/or data device with them, charged and operational at all times.
5. The allowance and records of associated business use will be subject to the Public Records Act.

Employee / Supervisor / Management Certification and Signature:

I certify that I will use the funds requested toward the business use designated above, and promptly report any changes in the level of those business expenses to my supervisor. I will maintain my mobile communication device service and operation for University business. I further certify that I have read, understood and will comply with ECSU's mobile communication device operating parameters described above and policy.

_____ _____

Employee's Signature (Required) Date

Departmental / University Head or Designee Certification and Signature:

I certify that the requested allowance is needed for this employee, to cover University-related expenditures for the mobile communication device services described above. I certify that the allowance has been justified to ECSU's Mobile Communication Device Allowance standard and policy.

_____ _____

Department Head (Required) Date

_____ _____

Chancellor/Chief of Staff/Vice Chancellor (Required) Date

Controller's Office Review/Approval
_____ Date:_____

Human Resources Review/Processing
_____ Date:_____

Payroll Office Review/Processing
_____ Date:_____