

- New                      Begin date (MM/DD/YY): \_\_\_\_\_
- Renewal/Revision              End date (MM/DD/YY): \_\_\_\_\_
- Terminate                      Allowance automatically terminates annually with the December 31 payment.

**Employee Information**

\_\_\_\_\_  
Last Name                      First                      Middle                      University ID

\_\_\_\_\_  
Position #                      Rank or Title                      Business Center                      Department

The following personal communication devices are used by the employee for authorized OSU business purposes:

	Device Description (Include cell phone number):	Actual Cost of Service	Authorized Business Use	Prorated Amount
1		\$	%	\$
2		\$	%	\$
3		\$	%	\$
Total				\$
<b>Authorized Amount*</b>				<b>\$</b>

**\*Authorized Amount is limited to values between \$20 and \$120, in increments of \$1**

Specific justification or explanation of business use for each device listed above:

**Allowance Distribution**

Index**	Account Code	Activity Code	Distribution %
			%
			%
Total			%

\*\*Allowances cannot be paid with grant funds. See GCG Manual for further details

**Approvals**

Communication allowances must be thoroughly reviewed prior to being submitted to Business Affairs.

Completed authorization form must be submitted to Business Affairs by the 10th day of the month in which the allowance becomes effective.

Send completed forms directly to [BAFF.Accounting@oregonstate.edu](mailto:BAFF.Accounting@oregonstate.edu)

**Incomplete forms will not be processed and retroactive payments will not be made, unless a corrected form is turned in by the 10th.**

All the undersigned agree to adhere to provisions of Communication Allowance Policy ([FIS 410-33](#)).

\*All signatures must be completed.  
\*If Supervisor and Budget Authority are the same person the form must be signed twice.

Employee Signature	Date	
Supervisor Signature	Date	Supervisor Printed Name
Budget Authority Signature	Date	Budget Authority Printed Name