Oregon State University OSU

Reset

OSU Communication Allowance Agreement

Office of Business Affairs

○ New
○ Renewal/revision
○ Terminate

Begin date (MM/DD/YY): _____ (PSTPB)

End date (MM/DD/YY): _____ (PSTPE)

Allowance automatically terminates annually with the December 31 payment.

Employee Information

Last Name | First | Middle | University ID

Position # | - CC Suffix | Rank or Title | Timesheet Orgn | 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 100%	% Used for Auth. OSU Business	Prorated Amount
1			%	$0.00
2			%	$0.00
3			%	$0.00
			Total	$0.00

Authorized Allowance Amount*

*Allowance amount is limited to values between $20 and $120, in increments of $10.

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

Allowance Distribution

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

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

Approvals/Signatures

All the undersigned agree to adhere to provisions of Communication Allowance Policy (FIS1402-15).

Employee Signature | Date | Supervisor Signature | Date

Dean/VP or Designee Name (please print): | Dean/VP or Designee Signature (required): | Date

Completed authorization form required in Payroll by the 10th day of the month in which allowance becomes effective.
Department must maintain a copy of this signed agreement along with service provider statement of invoice as supporting documentation.

Submitted by: _____ Name | _____ Phone