



Business Services Use Only
Effective Date
First Stipend Payment Amount
Subsequent Quarterly Payments
Form Revised July 2015

DIXIE STATE UNIVERSITY
Cellular Phone Service Stipend Request & Approval Form

(PLEASE CHECK ONE) This Is a New Approval [] This is a Change to a Previous Approval []

Name of Requestor

Dixie ID #

Home Address

My cell phone number is

I wish to apply for a Dixie State University stipend for cellular phone service. By receiving a stipend I agree that my phone will be on during working hours each weekday, and that my cell phone number will be listed in a DSU directory. I understand that DSU will reimburse reasonable costs of telephone equipment as approved by the appropriate budget administrator and stated below.

Employee Signature

Section 1 - For Regular Stipend Payments/Equipment Reimbursements (leave blank if stipend exceeds \$48)

Index Code for Stipend Charges

Stipend Effective Date

Supervisor's Approval (Required for everyone)

Budget Administrator's Approval

Monthly Stipend Amount Approved \$ (Maximum of \$48)

Section 2 - Exceptions - V.P. Approval for Higher Stipend and Equipment Reimbursement Amounts

Vice President's Approval for Exceptions

Monthly Stipend Amount Approved \$ (\$100 maximum including data services)

Yearly Equipment Reimbursement Amount Approved \$ (\$250 maximum)

Effective Date of Stipend and/or Equipment Amount, 2

Index Code for Stipend Payments

Budget Administrator's Approval