

**Cell Phone Subsidy Authorization and Annual Renewal**

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

Department \_\_\_\_\_

Division \_\_\_\_\_

Budget \_\_\_\_\_

Position title \_\_\_\_\_

Effective **July 1, 2023**, the monthly cell phone allowance will be \$35.00.

\*Please note, if you are paid hourly, your monthly allowance is a “*pro-rated*” amount, based on 26 pay periods\*

Employee Signature \_\_\_\_\_

Senior Staff Signature \_\_\_\_\_

Date \_\_\_\_\_