



Agreement for Cellular Telephone/Smartphone Allowance

I am requesting an allowance for Smartphone data service (\$40 per month)

Justification for the request is as follows: (Check all that apply)

I am required to respond to critical system failures or service disruptions.

I am required to have immediate communications capability to address issues/problems/emergencies.

I routinely travel off-site on VSCC business.

As the employee receiving the monthly allowance from Volunteer State Community College, I understand that I will be responsible for providing a copy of my cell phone/Smartphone service agreement to the Office of Payroll Services (if not already on file). In addition, I understand that I must maintain service for the eligible device(s) and that VSCC is only responsible for the agreed allowance. Should my employment responsibilities change wherein I no longer meet the requirements to receive the allowance or if I discontinue use of the eligible device(s), I am responsible for immediately notifying the Office of Payroll Services.

I understand that the monthly allowance will be a non-taxable fringe benefit and reported on my Form W-2 as such.

Employee Signature: _____

Employee Printed Name: _____

Employee Position: _____

Employee Department: _____

Employee ID: _____ Cellular Telephone Number: _____

Approvals:

(Employee's Director/Supervisor) (Date)

(Vice President Business & Finance) (Date)

This form must be provided to the Office of Payroll Services for payment.