

**AUSTIN PEAY STATE UNIVERSITY**

**Request for Cellular Stipend**

Please provide justification why a cellular telephone is a business necessity for your position. Examples of justification for a stipend are: a. An employee is required to respond to critical system failures or service disruptions, b. An employee is required to have immediate communications to protect the safety of students, staff or the general public, c. An employee routinely travels off-campus on university business, d. An employee cannot meet communications needs with other available alternatives.

I understand that if I receive the cellular telephone stipend I am personally responsible for establishing and maintaining cellular service which may from time to time be used to transact business on behalf of the university. I also understand that I am responsible for all conditions and terms of the contract I sign with the carrier of my choice, and for all charges on that account regardless of whether or not those charges exceed the amount of the stipend.

Name:

Banner ID:

Effective Date:

Cellular Telephone Number (include area code):

A monthly payment of the current approved rate will be paid to the above employee until further notice.

\_\_\_\_\_  
Employee requesting stipend

\_\_\_\_\_  
Employee's direct supervisor

\_\_\_\_\_  
Appropriate Senior Administrator

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For office use only:

Position Number:

FOAP: