

Lewis & Clark

Employee Stipend Authorization Form

For Cellular Devices and Services

Employee Name: _____ Date: _____
 Employee ID#: _____ Department: _____
 Employee Campus Phone #: _____ Employee Cell Phone #: _____
 Supervisor: _____ Supervisor Campus Phone #: _____
 Executive Officer: _____

As Department Head, I verify that the employee listed above is required, due to their job function, to acquire and/or maintain the cellular device and services listed below to conduct official Lewis & Clark business. I hereby authorize the employee listed above to receive a stipend for the approved cellular devices and services in accordance with the "Use of personal cellular devices for institutional business" Policy.

The HR office must be notified immediately if the stipend is to be changed.

Authorized Cellular Device is a Smart/Web-enabled Phone: Yes No

Monthly Plan Allowance:

	Amount
Voice Plan Stipend (\$20.00)	
Data/Internet Plan Stipend (\$20.00)	
Text Messaging Stipend (\$7.00)	
Monthly Stipend	\$

Stipend start date (May not be backdated): _____

Stipend end date: _____

G/L Account to be charged (xxx xxxx 6301): _____

Number of Payments (Months between start/end dates): _____

Total Stipend: \$

Approvals:

Requested by Employee: _____ Date: _____
 Requested by Department Head: _____ Date: _____
 Approved by Executive Officer: _____ Date: _____

To establish the monthly stipend, submit the signed approval form to the HR office via interoffice mail - MSC 72 or email to HR@lclark.edu.