

The University of Alabama System Office  
Communication Device Allowance Enrollment Form

Enrollment

Cancellation

\_\_\_\_\_  
Name (Last, First, MI)

\_\_\_\_\_  
Last four digits of Social Security Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Work Telephone

**I request approval to enroll in the University of Alabama System Office communication service allowance plan. I have read and understand the appropriate policy on communication device allowances as well as the employee responsibilities listed below.**

**I also understand that the current allowance will be considered taxable compensation subject to tax withholding but are NOT part of my base salary. The allowance will be paid on the monthly payroll for services in the same month.**

Department heads may select an allowance plan that corresponds to the employee's work related communication requirements. (Department head initials are required next to the option selected.) A cell phone/PDA plan with wireless e-mail service in excess of the plan listed below may be requested based on historical data.

**Communication allowance**

\_\_\_\_\_ \$150 - Monthly communication service allowance.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Approval  
(Chancellor or Appropriate System Senior Staff)

\_\_\_\_\_  
Date

**Employee Responsibilities:**

1. The employee receiving an allowance must provide to his/her Department the number to the communication device within five working days of the activation of the number.
2. The employee is personally liable for contract stipulations including payment of all expenses incurred (including long distance, roaming fees and taxes). In the event that an employee leaves the position which qualified for the allowance, he/she continues to be responsible for the contractual obligations of the communication device plan.
3. The employee receiving an allowance must notify his/her department head and the Director of Financial Operations within five working days of the inactivation of the communication service or in the event the device is lost or stolen.
4. The employee receiving an allowance from the University of Alabama System Office may not receive reimbursement from the University of Alabama System Office or another component unit of the University of Alabama System for use of communication devices or service.
5. Completed enrollment forms must be received by the Director of Financial Operation no later than the 5<sup>th</sup> working day of the month for payment to be included with that month's payroll. No arrearages or partial months will be paid.

Send completed form to: Stan Acker, Director of Financial Operations 500 University Blvd East Tuscaloosa, AL 35401

Note: Forms must be received by Financial Operations no later than the 5<sup>th</sup> day of the month for the allowance to be paid for that month.