

Prairie View A&M University
Monthly Communication Allowance Enrollment Form

Name (Last, First, MI)

Universal Identification Number (UIN)

Department

Cellular Phone #

Work Address (Including Mail Stop)

E-Mail Address

The following allowances are for Communication Service Plans as noted in the Standard Administrative Procedures 25.99.09.P0.01. The Dean or Department Head may select an allowance plan that corresponds to the work related communication requirements.

Monthly Communication Plan Allowance Options

NEW CHANGE CANCEL

(Initial of Department Head required next to the option selected)

_____ \$90.00- Monthly communication service allowance (only for employees who are required to have wireless data service by the President).

_____ \$50.00- Monthly communication service allowance (for employees requiring over 999 minutes for Official University Business).

_____ \$25.00- Monthly communication service allowance (for employees requiring at least 199 and up to 500 monthly minutes for Official University Business).

I have read PVAMU Administrative Procedure 25.99.09.P0.01, **Communication Service Allowance** and understand the associated employee responsibility. In addition, I understand that these allowances are considered taxable compensation subject to tax withholding and are NOT part of my base salary. The communication allowance will be paid on a bi-weekly pay period (the last bi-weekly pay period of each month).

I understand that in the event of an audit, I will provide required documentation to substantiate communication service usage.

Employee Signature

Date

Required Payroll Funding Information

PIN #	Account #	Support Account #	Accounting Analysis	Object Class	Pay Code
				1940	38

Justification for Communication Service Allowance (completed by the Department Head)

Department Head

Date

Dean/Director

Date

Vice President

Date

President

Date