

Prairie View A&M University
 Monthly Communication Service 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 University Administrative Procedure (UAP) [25.99.09.P0.01 Communication Service Allowance](#). 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).

_____ \$60.00 - Monthly communication service allowance (for employees requiring over 999 minutes for Official University Business).

I have read System Regulation [25.99.09 Cellular Communication Devices and Services](#) and UAP [25.99.09.P0.01 Communication Service Allowance](#) and understand the associated employee's responsibility. In addition, I understand that these allowances are considered taxable compensation which are subject to tax withholdings 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 all required documentation to substantiate my 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/President

 Date