

Higher Threshold Personal Cellular Services Allowance Form

This form authorizes an employee an annual allowance which exceeds the threshold of \$600.00 USD, for reimbursement for university use of their personal cell phone plan. Note: This allowance is intended to assist with the cost for usage of cellular service, and not necessarily to cover the total costs. (See Personal Cellular Services Allowance Form, UPPS 05.03.11)

To obtain a **Higher Threshold Allowance** for an employee:

1. Complete this form including the allowance amount and obtain the employee and appropriate department head signatures.
2. Submit the form to the divisional vice president for signature.
3. After review and approval, the divisional vice president should review the form with the president for approval and obtain the president’s signature on the form.
4. The divisional vice president should return the form to the appropriate department head.
5. The department should **scan and attach this form to the Special Payment Personnel Change Request (PCR)**.
It will then follow workflow through the appropriate offices, including:
 - The Human Resources Office for employees in divisions other than VPAA; or,
 - Faculty and Academic Resources for employees in the VPAA division.

Printed Name:	Department:
Texas State PLID:	Position Number:
Work Phone/Cell Phone:	Requested Allowance Amount: \$
Account Manager:	
Justification for Higher Threshold:	
Vice President:	Approved Allowance Amount: \$

I have read UPPS 05.03.11, Wireless Cellular Communication Services, and understand:

1. The associated employee responsibilities.
2. That these allowances are considered taxable compensation subject to required tax withholdings; and,
3. These allowances are NOT part of my base salary.

Employee’s Signature / Date

Department Head / Date
Authorizing Signature (1)

Division Vice President / Date
Authorizing Signature (2)

President / Date
Authorizing Signature (3)