



Administrative Form 3620
CELL PHONE ALLOWANCE REQUEST

Responsibility: Office of Business and Financial Services

Employee Name: _____

Employee ID Number: E000_____

Department: _____ Position Title: _____

Budget Account to Charge: _____-_____ - _____-_____ - _____-_____

Disclaimer. Employees who use a cell phone or other personal device to conduct WCSD business with or without compensation (allowance) must be aware that it is possible the record of use could be considered a public record or be subject to discovery in litigation. This includes phone calls, text messages and email correspondence. In addition, emails or text messages sent/received using personal email address or personal device for WCSD business could be subject to examination and disclosure as well. This could result in personal records or documents being reviewed to see if they can be disclosed. By making this request, employee agrees to provide copies of his/her cell phone bill annotated for business use upon the request of accounting to support actual costs of work usage.

New Request: Complete this section and Justification section

Approximate Work Usage		
< 25% work usage		\$11
25% - 50% work usage		\$22
51% - 75% work usage		\$33
> 75% work usage		\$45

Change Request: Complete this section and Justification section

Change Allowance Amount: From \$ _____ To \$ _____

Change Budget Account to Charge:

From: _____-_____ - _____-_____ - _____-_____

To: _____-_____ - _____-_____ - _____-_____

Justification for Allowance. Required for all requests.

Approval:

Employee Signature: _____ Dated: _____

Supervisor Signature: _____ Dated: _____