

Texas State University
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 Attachment I for Service Plans.)

In order 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 Higher Threshold Personal Cellular Services Allowance Form with the president for approval and obtain the President's signature on the form.
4. The divisional vice president should return the Personal Cellular Service Allowance Form to the appropriate department.
5. The department should scan and attach this form to the electronic Special Payment Personnel Change Request (PCR). It will then follow workflow through the appropriate offices, including:
 - The Human Resources Office for staff, hourly student employees and graduate students in divisions other than VPAA; or,
 - Faculty Records Office for faculty and graduate students in the VPAA division

Printed Name:	Texas State PLID:
Department:	Work Phone/Cell Phone:
Account Manager:	Allowance Amount: \$

Justification for Higher Threshold:	
Vice President	Allowance Amount \$

I have read UPPS 05.03.11, Texas State 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

Division Vice President / Date
Authorizing Signature

President / Date
Authorizing Signature