

# Roane State Community College

## Application for Cellular Telephone Stipend

Please provide justification why a cell telephone is a business necessity for your position. Examples of justification for a stipend are:

1. An employee is required to respond to critical system failures or service disruptions.
2. An employee is required to have immediate communications capability to protect the safety of students, staff or the general public.
3. An employee routinely travels off-campus on college business.
4. An employee cannot meet communications needs with other available alternatives such as a pager or a radio.
5. Volume of business calls currently being received and/or made from an employee's personal cell phone.

Please enter your justification:

*I understand that if I receive the cell telephone stipend I am personally responsible for establishing and maintaining cell service which may be used to transact business on behalf of the college. I also understand that I am responsible for all conditions and terms of the contract I sign with the carrier of my choice, and for all charges on that account regardless of whether or not those charges exceed the amount of the stipend.*

I agree to the above statement

Name:

Employee Number (R):

Account Number:

Cell Telephone Number (include area code):

A monthly payment will be paid to the employee,  
until further notice, in the amount of:

Effective Date:

Signature of Employee requesting stipend:

Name of Employee's direct Supervisor:

Signature of Employee's direct Supervisor:

Name of Appropriate Vice President:

Signature of Appropriate Vice President:

Signature of Executive Vice President for Business &  
Finance:

Signature of President: