St. Olaf College
Cellular Phone/PDA Allowance and Equipment Request Form

Check the justification(s) that apply and provide a brief explanation.

☐ More than 50% of work is conducted away from the campus office and/or there is frequently an urgent need to reach the employee to transact timely College business-related communications.
☐ Monthly usage for business purposes is consistently 50% or more of total contract minutes.

Explain:

Type of cellular device request:

☐ College owned
☐ On-Call shared department phone for multiple individuals or working hour use only

<table>
<thead>
<tr>
<th></th>
<th>Estimated Business min./month</th>
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<tbody>
<tr>
<td>Taxable allowance:</td>
<td></td>
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<tr>
<td>Monthly cell phone allowance ($20, $50, or $75)</td>
<td>$                     (Include documentation of est.)</td>
</tr>
<tr>
<td>Monthly PDA allowance ($85 or $110)</td>
<td>$                     (Include documentation of est.)</td>
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<tr>
<td>Month to begin cell phone allowance:</td>
<td>$</td>
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</table>

One-time cell phone equipment allowance
(lessor of actual cost or $50) $**Provide copy of receipt
One-time PDA equipment allowance (lessor of actual cost or $300) $**Provide copy of receipt

The allowance must fairly represent only the business use of the phone, and the employee must contact his/her supervisor in writing if the business usage significantly declines for a sustained period.

Please note that this allowance will continue until the payroll office is notified otherwise. The allowance will be included as taxable income on the employee's W-2. Appropriate payroll taxes on the allowance amount will be withheld from the paycheck, and the amount of the allowance will be included on the eligible employee's year-end W-2. The allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades, benefits based on a percentage of salary, etc.

Employee Certification
I certify that the requested cell phone/PDA services are needed for St. Olaf business purposes. I have read, understand and intend to comply with the College's cellular device policy. (insert URL) I never store or transmit confidential data with my cell phone. I have read the data security policy and am aware of the rules and data elements that are subject to data privacy rules. http://www.stolaf.edu/services/iit/information_security/I will not use my cell phone or PDA to conduct St. Olaf business while driving or operating machinery.

Employee Signature: ___________________________ Date: __________
Printed Name: ___________________________

Supervisory Signature: ___________________________ Date: __________
Printed Name: ___________________________

Approved (  ) Not Approved (  )

Vice President & CFO: ___________________________ Date: __________

Please send completed form to the Finance Office