AUTHORIZATION FOR PAYROLL DEDUCTION
PERSONAL CELL PHONE USE

Employee Name ________________________________

Employee ID: ___________ Department: ______________

In accordance with the City’s Cell Phone Policies and Procedures, the undersigned authorizes a payroll deduction for the following:

☐ Reimbursement for Personal Use of City Owned Cell Phone – Voice and Text Messages Only.

$3.70 per pay period.

☐ Reimbursement for Personal Use of City Owned Cell Phone – Voice, Text Messages, and Email or Internet Access.

$6.00 per pay period.

Effective Date ______________________

Employee Signature ________________________ Date _________

Attachment 1
REQUEST FOR CELL PHONE ALLOWANCE
PERSONAL CELL PHONE USE

Employee Name ____________________________________________

Employee ID: ____________ Department: _________________________

In accordance with the City's Cell Phone Policies and Procedures, the undersigned requests a payroll allowance for the following:

☐ Allowance for City Use of Personal Cell Phone – Voice and Text Messages Only.

$21.50 per pay period.

☐ Allowance for City Use of Personal Cell Phone – Voice, Text Messages, and Email or Internet Access.

$38.50 per pay period.

Effective Date __________________________

Employee Signature ____________________________ Date ________

Department Director ____________________________ Date ________

Attachment 2