

**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