

PROCEDURE

Effective Date: June 9, 2009
 Approved By: Vice President, BFA

Authority: [POL-5400.21](#) Managing Wireless Voice/Data Devices

Cancels:

See Also: [FRM-U5400.21A1](#) Wireless Service Communications Agreement
[Frequently Asked Questions](#)

PRO-U5400.21A PROVIDING EMPLOYEE STIPEND FOR WIRELESS DEVICE

Action by:

Action:

Supervisor

1. **Determines** that wireless device essential for an employee's position.
2. **Reads** *Managing Wireless Voice/Data Devices* [policy](#).
3. **Meets** with employees to determine allowance amount and device needs. See #3 of policy.
4. **Provides** employee with copy of policy.

Employee

5. **Submits** *Wireless Service Communication Agreement* [e-form](#) to supervisor.

Supervisor

6. **Approves** request as appropriate and continues routing process as stated on the agreement.

Employee

7. **Establishes** personal wireless service contract that appropriately addresses business needs.
8. **Provides** phone number to supervisor for appropriate distribution.

Department Head

9. **Requests** copy of monthly statements (at minimum on annual basis) from employees receiving a stipend to ensure business use and stipend amount are appropriate. See policy #12.

Employee

10. **Provides** most recent billing statement including call log to Department Head when requested. See policy #9 and #12.

Department Head

11. **Ensures** a new *Wireless Service Communication Agreement* [e-form](#) is completed when changes are determined to be necessary following review.