



Allowance Request for Wireless Service

Please complete the fields below to request, renew or change an allowance for wireless telephone or data service in conjunction with Webster University's Wireless Policy. Send the completed form including original signatures to: Webster University, Human Resources Office, 470 E. Lockwood Ave., St. Louis, MO 63119

Name (Last, First, MI)	_____	CARS ID	_____
Department Name	_____	Office Phone #	() -
Job Title	_____	Cell Phone #	() -

Monthly Allowance for Wireless Service

New

 Renew

 Change

 Cancel

Business Justification:

Wireless Service Required by Job Duties

Equipment/\$5.00 per month.....	\$
Cell Service/\$45.00 per month.....	\$
Text Messaging/\$5.00 per month	\$
Data Service/\$45.00 per month	\$
Total monthly allowance.....	\$

Allowance start date _____
Month/Year

Employee Certification:

I have read Webster University's Wireless policy and understand my responsibilities as outlined. I understand that the allowance provided by the University for wireless service is taxable income and is not part of my base salary. I understand that contract provisions of any wireless service plan I enter into under this program are my personal responsibility. I also certify that the wireless service will be used in the performance of my job responsibilities at Webster University, as defined by my supervisor.

Employee Signature: _____ Date: _____

Approvals:

Authorized Signature: _____ Date: _____

HR Record Updated: _____ Date: _____