



Smartphone Communication Device Allowance Form

DIRECTIONS:

(1) Complete information below (2) Immediate Supervisor and Department Head Sign (3) Department Head/Department Admin will enter in to Workday. (4) Type in the search bar in Workday– ‘**One-time Payment**’ and complete accordingly (5) Department is to scan this completed form, any receipt for device purchase & attach it to the Workday business process ‘**One-time Payment**’. (6) Route this paper form & all documentation to Employee Services Box T-0510 to be put in employee’s file.

DO NOT SEND THIS FORM TO PAYROLL

The following is the Smartphone Communication Device Allowance Form as noted in Tarleton Standard Administrative Procedure 25.99.09.to.01: Smartphone Communication Allowance. This Smartphone Communication Device Allowance may be paid by Tarleton to an eligible employee based on the criteria outlined in the aforementioned Tarleton Standard Administrative Procedure.

Name:	_____	UIN #:	_____
Department:	_____	Work Phone #:	_____
Work T-Box #:	_____	Email Address:	_____

Required Payroll funding information (To be completed by Department Head):

Employee PIN #: _____	Funding Account #: _____
	(must be a local account) _____

Requesting Equipment Allowance for: Purchase of a smartphone communication device (**upload receipt to Workday business process AND send copy of receipt along with this form to Employee Services**)

I have read Tarleton Standard Administrative Procedure 25.99.09.T1.01: Smartphone Communication Allowance and understand the associated employee responsibilities. In addition, I understand that this device allowance is considered taxable compensation subject to required tax withholdings.

_____	_____
Employee Signature	Date

_____	_____
Supervisor Signature	Date

_____	_____
Department Head/Other Administrator Signature	Date

A copy of this document must be retained in the employee's personnel file located in Employee Services.

TARLETON STATE UNIVERSITY PRIVACY NOTICE: State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no extra charge.