

BYU-Idaho
Request Form For Subsidized
Cellular Telephone Voice Plans

- Instructions:
- ① Use this form to request a subsidy for a cellular telephone voice plan that will be paid for by BYU-Idaho.
 - ② Vice presidential approval is required for all phones subsidized by the University.
 - ③ Complete this form and obtain all approval signatures. Return completed form to the Accounting Office.
 - ④ Form must be turned in to Accounting before the 22nd of the month. Subsidy will not become effective until the beginning of the next billing cycle (23rd of the month).
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Cell Phone #: _____

Employee Name: _____

I.D. #: _____

Email Address: _____

Office Phone #: _____

Please check the appropriate box and provide the required information.

This phone will be used for both College business and personal use. Choose the amount below that will be paid by the College. The balance will be paid from the employee's personal account.

\$10.00 Other plans by exception Amount _____

Exception Reason _____

G/L account number for University portion of cost: _____

Business purpose for acquisition of phone: (Required) _____

Approvals:

I understand that all or a portion of the cost of this cellular phone will be borne by BYU-Idaho and charged to the account indicated above.

Employee: _____

Date: _____

Dean or Division Steward: _____

Date: _____

Vice President: _____

Date: _____

OFFICE USE ONLY

Subsidy entered in A/R system:

Date: _____

By: _____