



DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES

F240A Personal Cell Phone Allowance Agreement

Instructions

This is an agreement between you and your division. The director or the director's designee shall determine the allowance amount based on the intended use of a personal cell phone for business.

Submit this form to the Division Director's Office with a recent cell phone bill. The allowance amount is not to exceed \$30 per pay period (\$65 per month) for voice-only or data-only plans, and \$50 per pay period (\$108 per month) for a combined voice and data plan.

Applicant Information

1 First name	2 Last name	3 Employee Identification Number (EIN)					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Division				5 E-mail address			
<input type="text"/>				<input type="text"/>			

Allowance Details

6 Check the box that accurately describes the business justification for this allowance

- The agency needs to be able to contact the employee at all times for business emergencies
- The agency requires that the employee be available to communicate with customers and management and respond to important e-mails when the employee is away from the office
- Other (specify below)

7 Insert the allowance amount here for each pay period. This amount should not exceed \$30 for a voice-only or data-only plan, or \$50 for a voice and data plan. ▶

8 Justification (completed by the Director or the director's designee).



By using a personal cell phone for business purposes, your cell phone may contain state data that is classified as public, private, protected, or controlled. By signing and submitting this form, you agree to:

- use your personal cell phone for business purposes;
- comply with DAS policy 240 Cell Phone Service and FIACCT 05-05.00;
- abide by any applicable security policy or rule issued by DAS, the Division, or by the Department of Technology Services;
- notify your supervisor if the cell phone service cost per month drops below the cost on which line 7 above was determined; and
- report a lost or stolen cell phone immediately to your supervisor.

This agreement and compliance with applicable information technology security policies does not constitute management of a device for the purposes of DAS policy 170, Authorized Personal Use of Public Property.

Sign Here ▶	9a Your signature	9b Date
	<input type="text"/>	<input type="text"/>
	10a Division director signature	10b Date
	<input type="text"/>	<input type="text"/>

This agreement will expire in one year from the date of the authorizing signature in field 10b.