

### Personal Communication Services Application

Clemson University offers a taxable stipend for personal communication services (i.e., cell phone or wireless device) to employees whose duties and responsibilities require such services.

#### Application Instructions:

1. Print and complete this form.
2. Gain approvals on signature lines.
3. Email completed form to payroll@clemson.edu

Form Effective 06.19.2020

Name: \_\_\_\_\_

Email: \_\_\_\_\_

#### Documenting a Valid Need

- Check at least one box that qualifies you for the communication stipend.
- Job function of the employee requires them to be outside of their assigned office or work area 5 hours per day or more
- Job function of the employee requires them to be on-call outside of scheduled or normal working hours
- Job function of the employee requires them to be reached via phone during business hours and a landline is not being provided by the University

#### Required Acknowledgement

- Check the box that you have read and will comply.
- I acknowledge that my cell phone number will be added to Clemson's safety alerts and that I have read and will comply with the following policy and procedure.



Supervisor Name:

Signature:

Supervisor's Supervisor Name:

Signature:

Business Officer Name:

Signature:

Dean/VP Name:

Signature:

Chartfield\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**\*Fund 20 Exclusion:** Federal grants and/or sponsored projects cannot be used to pay the stipend for a wireless device unless specifically allowed by the granting agency and payment conforms to the specified guidelines. All stipend requests to charge a fund 20 project must be routed and approved by the Office of Grants and Contracts Administration (GCA) prior to submitting the form to the Payroll Office.

PI Name:

Signature:

GCA Name:

Signature:

Email completed form to payroll@clemson.edu