

**System Administrative and General Offices
FY 2009 Communication Equipment Allowance Form**

Name (Last, First, MI)

Universal Identification Number (UIN)

Department

Work Telephone

Work Address (Including Mail Stop)

E-MAIL Address

The following are the approved Communication Equipment Allowances as noted in System Administrative and General Offices Rule 25.99.99.S3: Communication Allowance Program.

Communication Equipment Allowance Options:

(Initials of Department Head required next to equipment authorized for business use by employee)

_____ **\$80** - Cellular telephone: Instrument, battery and activation fee allowance.

_____ **\$300** – Personal Digital Assistant (PDA): Instrument and activation allowance.

_____ **\$450** – Telephone/PDA Combination: Instrument, battery and activation fee allowance.

I have read SAGO Rule 25.99.99.S3: Communication Allowance Program, and understand the associated Employee Responsibilities. I understand that this allowance is considered taxable compensation subject to required tax withholdings and is **NOT** part of my base salary. I also understand that any equipment purchased or contract provisions of any communication service plan entered into under this program are my personal responsibility.

Employee Signature

Date

APPROVED:

Department Head Signature- (required)

Date

System Administrative and General Offices:

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 charge to you.