

University of North Carolina School of the Arts

Mobile Communications Device Form

Employee Name EZArts ID # Position #
Title Date Submitted Proposed effective date

MCD Allowance Request *

Allowance Level
Device Type
Carrier
Phone Number

**Please attach a copy of Statement Summary for certification.*

OR

Equipment Charges

Equipment Description
Equipment Charges
Phone Number

NOTES:

Request UNCSA Owned MCD

Device Type

Note: Contact IT for budgeting figures for UNCSA Owned MCD's, equipment charges or other accessories.

Budget: Requested Payment Account Number (use funds from the following source):

Fund Number -732201 Amount

Approvals:

1. Originator	<input type="text"/>	2. Dean/Department Head	<input type="text"/>
3. Information Tech	<input type="text"/>	4. CAO / CFO	<input type="text"/>
5. Budget	<input type="text"/>	6. Human Resources	<input type="text"/>

NOTE: When submitting completed form to Human Resources at hrforms@uncsa.edu also please send a copy to Nakita Green / Information Technologies at green@uncsa.edu

Employee Certification and Signature:

I understand that UNCSA's MCD allowances will be paid through payroll as non-taxable cell phone reimbursements. I understand that according to the IRS, documentation of business use is required and I must provide a copy of my most recent cell phone bill when applying for this allowance. I will provide this documentation by June 1st annually to continue in the MCD Allowance Program for the upcoming fiscal year. I agree to have my mobile device with me, charged and operational at all times, with the cell phone number listed on the UNCSA directory. I recognize that my MCD allowance and records of associated business use will be subject to the Public Records Act.

I further certify that I have read, understood and will comply with UNCSA's Mobile Communication Device Policy - <http://policy.uncsa.edu/2011/06/07/mobile-communication-devices-policy-504-2/>

MCD Allowance Cancellation Approval

Effective Date Information Technologies

NOTE: MCD Allowance Cancellation request should be sent to Human Resources and Department Heads. Departments will be responsible for notifying Information Technologies of any service disconnections. Otherwise, charges will continue to post to your communications budget.