

## Mobile Phone Voucher Request Form Indiana University East

This form is to request a monthly voucher to cover business-related mobile phone expenses. Please submit the completed form with your account manager approval to the IT help desk. Once activated, the approved voucher amount (pre-tax) will be added to your monthly paycheck. If you need assistance on completing the form, please contact IT help desk at extension 375.

### I. General Information (To be completed by the employee)

Employee Name		
Office Number		
Phone Number		
Email Address		
Division/Dept.		
Account Manager Name		
Billing Acct. No.		
Monthly Amount (select one)	<input type="checkbox"/> \$6 (50 minutes) <input type="checkbox"/> \$12 (100 minutes) <input type="checkbox"/> \$18 (150 minutes)	<input type="checkbox"/> \$24 (200 minutes) <input type="checkbox"/> \$30 (250 minutes) <input type="checkbox"/> \$36 (300 minutes)

**Important:** You must show evidences of the business-related usage by submitting copies of phone records to your account manager quarterly. Failure to demonstrate the usage will result in cancellation of the plan. The voucher amount may be adjusted quarterly.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor for IT Signature

\_\_\_\_\_  
Date

**II. Plan Information (To be completed by IT)**

Mobile Phone Number	
Plan Carrier	
Voucher Amount	
Activation date	
IT Contact Name	

**III. Change History (To be completed by IT)**

Date	Change Description