



DIVISION PERSONAL CELL PHONE REIMBURSEMENT REQUEST FORM

Support

All phone and cellular network issues must be handled by the owner.

Contact Information

Any cell phone plan the NWSD is reimbursing must have the phone number released to the NWSD. This will be considered your mobile work number and given out to all parties required to have this contact information (e.g. schools, offices, etc.). **The employee must notify the NWSD of any changes made to the phone number; data plan coverage (if data is required) and contract cancelation while being reimbursed.**

Claiming Reimbursement

Once approved, payment will be included on your monthly payroll deposit as a non-taxable allowance.

NWSD Employee (please print)

Signature

Personal Cell Phone Number to be used for NWSD Purposes

Position

Supervisor

Approval Signature – Supervisor

CFO

Approval Signature – CFO

\$ _____ Approved Cell Phone Allowance Amount/Month

Director Approved: February 28, 2014