[Attachment B]

Personal Cellular Telephone Reimbursement/Allowance Form
Purchase College / State University of New York

Cellular phones should NOT be used as a replacement for a desktop telephone. Calls made using a cellular phone are significantly more expensive than calls made using desktop land lines. This reimbursement/Allowance program should only to be assigned to employees where either:

a) The employee must be accessible and normally works in the field and is not near a fixed land line
b) The employee is engaged in providing a critical or emergency service for the College community and must be accessible at all times

I, _____ authorize _____ to receive a quarterly
(Supervisor's name) (Employee's name)
reimbursement allowance for their personally-owned cellular phone for the period,
_____ that is to be used to conduct official business for Purchase College. I have
(Date range)
communicated the College's policy governing the use of Cell telephones to them, and they have agreed to comply with the policy.

The employee agrees to submit the cover pages of their monthly cellular telephone statements to the Purchasing and Accounts Payable Office to obtain his/her allowance reimbursement check on a quarterly basis.

The employee has acknowledged that failure to comply with Purchase College Telephone Policies could result in disciplinary measures.

Type of service (check all that apply) : ___ Voice ($25/month)
___ Text ($10/month)
___ Data ($35/month)

Telephone number (or "NEW"): _____

EMPLOYEE:

I agree to abide by the Purchase College Desk / Cell Telephone Policy: _____
(Employee signature date)

SUPERVISOR APPROVAL

I approve the assignment of a reimbursement allowance to the above employee: _____
(Supervisor signature date)

COLLEGE OFFICER APPROVAL

I approve the assignment of a reimbursement allowance to the above employee: _____
(College Officer's signature date)

Submit this completed form to the Purchasing and Accounts Payable Office.