

This form is required to initiate and re-certify annually (by December 31 of each year) an employee's eligibility and approval to receive an employer-paid allowance for business use of their personal mobile communication device (MCD), or to receive a university owned MCD to be used for business purposes only. Also use this form to document the termination of an employee's participation in this plan.

Instructions: Complete all sections of the Mobile Communication Device Certification & Allowance Request Form and obtain the appropriate signatures. Scan the form into an electronic format and submit it to the MCD Certification & Allowance Form Drop Box located at controller.ofa.ncsu.edu/MCDAllowanceFormDropbox. If the certification is for an employee owned device, include the current bill for the mobile device's service plan with the request documents. If the certification is for a university owned device, a bill is not needed. Please direct questions to Cell_phone_forms@ncsu.edu.

***To terminate an allowance, complete the biographical data portion of this form, select "Terminate" as the Request Type, and enter the new Allowance End Date. Signatures are not required. Email the termination request to cell_phone_forms@ncsu.edu.

Employee Name:	Employee ID:	Division/Dept:
Home Address:	City:	State: Zip:
Request Type:	Charge to Project ID:	
MCD Certification Begin Date:	MCD Certification End Date:	

Determine Eligibility

Q1. What is your business-use justification for this request? *Check only one.*

Eligible senior-level employees which includes: the Chancellor, Executive Officers, Deans, and other JCAT 100-level positions as designated by the Chancellor or the appropriate Vice Chancellor.

Faculty and non-faculty professionals who must be available 24/7 or during non-business hours to meet service needs such as life/safety issues and/or critical system and operational support.

Faculty and non-faculty professionals who must be routinely accessible during business hours but are primarily in travel status or "in the field" a significant amount of the time due to the nature of job duties (job requirement to be away from a standard office). Review of the most efficient and cost effective means of communication should be considered before authorizing employees in this classification.

Q2. Are you an FLSA exempt permanent employee with a full time, twelve month appointment? *Check only one.*

Yes

No, but I am requesting an exception.

In limited situations, a mobile communication device and allowance may be issued to a non-exempt employee when their job responsibilities require the frequent use of their employee-owned device to accomplish University business. The Department Head or designee of the non-exempt employee is responsible for documenting an exception to the MCD policy. The non-exempt employee is responsible for certifying after hours usage on the employee's monthly time sheet, which the supervisor must approve. The Department Head or designee must complete an annual review of the business justification for the exception. (Effective, May 2018)

If you are a non-exempt employee (subject to FLSA) with a full-time, twelve month appointment and would like to request an MCD allowance, provide a unique business justification to request an exception below.

Q3. Device Eligibility

- A.** What **Type of Device** is being used for university business?
- B.** What is the Mobile/Cellular Number for the device?
- C.** Is the mobile device University Owned or Employee Owned?

Q4. Calculate Eligible Allowance Amount for Employee Owned Device - Use your current cell phone bill to enter the information below.

- A.** What is the billing date of your current bill?
- B.** What are the total number of **Device Lines** included on your plan?
- Include all mobile lines for cell phones, tablets, mobile hotspots, USB Modems, WiFi Card, etc.
- C.** What is the **Base Plan Amount** for all lines included on your plan? \div =
- Reduce plan amount by any discounts
- D.** What is the total amount of all **Surcharges and Misc. Fees** for all lines, such as the Federal Universal Service Fund? \div =
- E.** What is the total amount of any **Government Fees & Taxes** for all lines? \div =
- F.** Does _____ line have any individual individual line charges for services or fees, such as **Line Access Fee, Additional Data, Individual Government Fees and Taxes**, or an **International Plan**? What is the total of these fees minus any discounts? =
- Do not include equipment charges, insurance, and one-time fees in the total.

Total**Maximum Allowance Amount Eligible****Monthly Allowance Amount**

Operating Parameters

1. NC State's MCD allowances will be paid through Accounts Payable as non-taxable cell phone reimbursement. According to the IRS, documentation of business use is required. Therefore, please attach a copy of your most recent cell phone bill to this form. Employees and management must re-certify MCD allowances using this same approval process by December 31st each year to be continued into the next calendar year. The cell phone bill must be in the employee's name or address.
2. The University will not purchase nor replace cell phone or data devices for employees receiving a MCD allowance.
3. For involuntary employment terminations (e.g. RIF, dismissal), the University will pay applicable service cancellation fees.
4. Employees receiving a MCD will be required to have their cell phones and/or data device with them, charged and operational at all times.
5. The allowance and records of associated business use will be subject to the Public Records Act.
6. This form should be used to document the termination of an employee's participation in the MDC allowance plan.
7. Allowance requests must be submitted prior to the 15th of the current month to receive the allowance payment for the current month. If you do not receive an allowance payment within 60 days of submitting your request, contact cell_phone_forms@ncsu.edu immediately to discuss the issue. Retroactive allowance payments will not be allowed.

I acknowledge and accept the operating parameters.

University Owned Certifications  here. Signatures are not required.

MCD Allowance Certifications

- All signatures are required.
- You may add a wet signature or a digital signature. Utilize your digital signature provider to add the signature.
- A copied and pasted image of a signature will not be accepted.
- There may be instances where the supervisor and the department head are the same person. They only need to sign once.
- If you are a supervisor, dean, department, or university head providing approval for multiple people, you may use the Multiple Approval Addendum to approve your employees' allowance request.

Employee Certification:

I certify that I will use the funds requested toward the business use designated above, and promptly report any changes in the level of those business expenses to my supervisor. I will maintain my mobile communication device service and operation for University business. I further certify that I have read, understood and will comply with NC State's mobile communication device operating parameters described above.

A wet or digital signature is required.

Supervisor & Department/University Head or Designee Certification

I certify that the requested allowance is needed for this employee, to cover University-related expenditures for the mobile communication device services described above. I certify that the allowance has been justified to NC State's Mobile Communication Device Allowance standard.

Check here if the Supervisor and the Department/University Head are the same person. Only one Department/University Head signature is required

A wet or digital signature is required.

A wet or digital signature is required.