

# Cell Phone Stipend Request

Faculty and professional staff who are required to use their personal devices for business use may be eligible to receive a stipend to offset the business use cost. Please complete the form below if you would like to apply to receive a stipend. Your direct supervisor and Division Head (if different than your supervisor) will approve your stipend on an annual basis.

## Section I: Employee Information

Name	<input type="text"/>	University ID	<input type="text"/>
Email Address	<input type="text"/>		
Department	<input type="text"/>	Supervisor Name	<input type="text"/>
Position Title	<input type="text"/>	Position Number	<input type="text"/>
Phone Number	<input type="text"/>		
Funding Information (Fund-Orgn-Percent)	<input type="text"/>		

Job functions that require this role to maintain a cellular device

From the ranges below, please estimate the average business use on a single device. For example, if I use my personal device for business purposes, on average, about 60% of the time and 40% for personal use, I will select the 41-70% range.

- 0%
- <40%
- 41-70%
- 71-100%

## Stipend Payment

If approved, you will receive your stipend through Payroll with your regular Drexel paycheck. The stipend is considered taxable income.

## Section II: Approvals

Employee Name	Employee Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date
_____	_____	_____
Division Head Name	Division Head Signature	Date
_____	_____	_____
Procurement Rep Name	Procurement Rep Signature	Date
_____	_____	_____

Send completed forms to the Office of Procurement Services: 3201 Arch Street, Suite 400 or [sourcing@drexel.edu](mailto:sourcing@drexel.edu)