



EXCEPTION TO CELLULAR PHONE ALLOWANCE

Full instructions at Financial Affairs [Forms](#) webpage.

Section 1: Employee or Department Information	
*Employee Name:	EMPLID Number:
<small>*If more than one employee will receive or use a phone, attach a list of all employees. Use the Exception to Cellular Phone Allowance - Employee List form.</small>	
Department Name:	Department Manager Name:
Office Phone Number:	Cellular Phone Number:
Cellular Phone Service Provider:	Serial Number:

Section 2: Justification (check one or more)
Special features are required to meet specific departmental needs.
Grant funding specifically provides for cellular phones and plans.
Rotating use of a departmental cellular phone for on-call.
Other (please provide justification):
Estimated Monthly Cost: _____
Department ID _____ Fund _____ Cost Center _____ Project ID _____

Section 3: Certifications

I certify that I have read and understand UTSA's Cellular Phones and Services Policy and the justification stated above is an appropriate exception to the policy.

_____ Employee Signature	_____ Date	_____ **Department Manager Signature	_____ Date
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****Note:** If more than one employee will receive a phone, the Department Manager's signature represents certification for all employees who will receive a phone.

_____ RSC Approval Signature (if applicable)	_____ Typed or Printed Name	_____ Date
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_____ Dean, AVP, or Director Signature	_____ Typed or Printed Name	_____ Date
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_____ Vice President Signature (Employee's Area)	_____ Typed or Printed Name	_____ Date
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_____ Vice President for Business Affairs Signature	_____ Typed or Printed Name	_____ Date
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