North Carolina Central University
Mobile Communications Device (MCD) Allowance/University Requested Device Justification Form

With the exception of signatures, this form must be completed electronically. Forms with handwritten changes will not be accepted.

USER INFORMATION		
Full Name:	Email:	Extension:
Supervisor Name:	Email:	Extension:
Department Name:		Date:

Justification for Mobile Communications Device Allowance/University Requested Device: (Check all that apply)

- ☐ Safety requirements /job function dictates that having mobile/remote communication capabilities is an integral part of performing job duties.
- ☐ More than 50% of work is conducted away from the employee's work station and the employee is required to be contacted on a regular basis.
- ☐ Employee is on-call outside of normal work hours.
- ☐ Employee monitors and administers mission critical information systems during non-business hours.
- ☐ The job requires the employee to be immediately accessible to receive and/or make frequent business calls outside of working hours.
- ☐ Other special circumstances approved at the Vice Chancellor level as justified below.

NOTE: A Cellphone allowance is the default. Users must justify the need for a PDA or smart device (Blackberry). Type PDA justification below.

Transfer NCCU cellphone number to My Personal Cellular plan: ☐ YES ☐ NO

Operating Parameters:

1. NCCU's MCD allowances will be paid through payroll as an unaccountable taxable fringe benefit according to the IRS (no documentation of business use is required). Annually, employees and management must recertify MCD allowances using this same approval process by May 31st to be continued into the new fiscal year.
2. Since the allowance includes equipment depreciation, the University will not purchase nor replace cell phone or PDA equipment 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 PDA with them, charged and operational at all times, with the cell phone number listed on the NCCU directory.
5. The allowance and records of associated business use will be subject to the Public Records Act.

SIGNATURES MUST BE ORIGINAL, NO STAMPS OR "SIGNED FOR".

I certify that I have completed this request fully and accurately to the best of my knowledge. I have read and agree to comply with the MCD policy concerning the usage of the Mobile Communication Device. I further understand that the use of the allowance in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the mobile communication device allowance and may result in additional administrative or legal action.

User Signature: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of Vice Chancellor: _____ Date: _____

Committee Use Only:

Mobile Communications Plan Approved

- ☐ Cellphone allowance
- ☐ Personal digital assistant (PDA) or Smart device (Blackberry) allowance
- ☐ University-provided device (Cell or PDA) _____

Approval of Committee: _____ Date: _____

Note to Committee: Forward to Payroll office when complete