



# Mobile Communications Equipment and Related Services Request for Stipend

In accordance with University Policy 9.4.9 Procedures for Acquisition of Mobile Communications Equipment and Related Services for University Business, monthly stipends can be provided to employees who meet the eligibility requirements and obtain the required approvals. In signing this form, you are acknowledging that you have read and agree to the terms of Policy 9.4.9 - Procedures for Acquisition of Mobile Communications Equipment and Related Services for University Business. The following steps must be completed to initiate the payment of a stipend.

1. Completion of this form with approvals by employee's supervisor, Fiscal Agent, and Sr. Administrator (President, VP, or Athletic Director).
2. Forward completed form to Human Resources at the address listed at the bottom of this form.
3. HR will process the request as an additional pay (stipend) to the employee's last paycheck of each month.  
 (\*\*Note: This form is only to be used to request a new stipend or adjust and existing stipend. Employing units should use the Mobile Communication Stipend Cancellation form to request the termination of a stipend)

### COMPLETE FORM BELOW (all fields required)

\*Check option that applies to this request      New Stipend Request      Change to existing stipend payment

Date of Request \_\_\_\_\_

Name of Employee \_\_\_\_\_ Employee 9 digit UID \_\_\_\_\_

Employee email \_\_\_\_\_ Name of immediate supervisor \_\_\_\_\_

Name of Fiscal Agent (if different than supervisor) \_\_\_\_\_

Name of Senior Administrator (President, VP, or Athletic Director) \_\_\_\_\_

Name of Requestor (if different than employee/supervisor) \_\_\_\_\_

Is the employee receiving the Mobile Device Stipend an annuitant of the State Universities Retirement System (SURS)? \_\_\_\_\_

**The annual, per employee, stipend amount is limited as follows:**

- Up to \$500 per year for mobile communications equipment and any related service plan only; or
- Up to \$500 per year for Internet Service Plan only; or
- Up to \$900 per year for both mobile communications equipment (including related service plan) and Internet Service Plan.

**NOTE 1:** Requests received by HR after the 10th of the month will not be paid to the employee until the following month. There will be no retroactive payments of stipends. Stipends will remain in effect until the employee unit sends a Mobile Communication Stipend Cancellation notice to HR.

**NOTE 2:** Mobile Device Stipends are subject to any Annual/Monthly Earnings Limitation as specified on the annuitant's SURS Certification of Retirement Form or equivalent document and utilized in the 40% of the SURS annuitant's Highest Annual Earnings prior to retirement calculation in determining whether annuitant becomes an 'Affected Annuitant.'

Effective start date ( ) for stipend \_\_\_\_\_ Annual Stipend Desired      Calculated Monthly Est.

Annual amount requested for mobile communication equipment and related service plan (max \$500)

Annual amount requested for Internet Service Plan (max \$500)

**Total annual amount for all stipends (max \$900 combined)**

Department (for employee) \_\_\_\_\_

Datatel Account Number to charge \_\_\_\_\_

### Required Signatures

In Signing this form below, you are acknowledging that you have read and agree to the terms of Policy 9.4.9 - Procedures for Acquisition of Mobile Communications Equipment and Related Services for University Business

Employee (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Agent Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Sr. Admin. Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Send completed form to: Human Resources  
Campus Box 1300

(OR) email: HRDataManagement@ilstu.edu