



LOUISIANA STATE UNIVERSITY

MOBILE DEVICE STIPEND REQUEST

Select the option that applies: New Update Terminate

Account Number _____ Effective Date _____
Sponsored agreement cannot be charged

Name (Last, First MI) _____ LSU ID _____

Department _____ Office Phone _____

E-mail _____ Cell Phone _____

SUPERVISOR CERTIFICATION

I certify that I have read and understand FASOP: AS-24 "Mobile Device Policy" and that the above named employee is required to carry a mobile communication device to efficiently and effectively carry out their job duties. The employee meets two of the following conditions as provided below:

- a) The employee’s job duties require the performance of law enforcement activities, activities where their personal safety is at risk or that may directly impact the safety, health and welfare of the general public.
- b) The employee’s job duties require immediate access to the public telephone network for recall, consultation or decision making. Lack of instantaneous communications could have significant impact on the economic or political welfare of the University.
- c) The employee’s job duties require them to be mobile or in transit a large percentage of the business day yet immediately accessible.

Based on the criteria above, I request that this employee be provided a communication stipend of \$_____/mo for service.

SERVICE PLAN REQUIREMENTS

The following outlines the key requirements that the employee will observe in obtaining mobile communication services and conditions for availability that meet the needs of his/her job functions:

- Provide the phone number to the supervisor.
- Be available for calls during the times specified by the University based upon University requirements.
- Inform the University when eligibility criteria is no longer met, or when wireless service is interrupted or canceled.

APPROVALS	Signature	Printed Name	Date
Employee			
Supervisor			
Dean, Dir or Dept Head			

Send completed form to LSU Human Resource Management after retaining a copy in departmental files.