Institutional Advancement allows for a cell phone stipend for all eligible University Advancement employees in lieu of a University issued cell phone, blackberry, or other communication device. For those employees deemed by the Vice President for Institutional Advancement to require a communication device for work purposes a stipend in the amount of $37.67 per pay period will be issued to offset the costs of a personal wireless plan. This reimbursement is considered a fringe benefit on the employee’s W-2. The stipend amount includes the incremental tax costs of the benefit.

If the employee enrolls in the cell phone stipend plan (CPSP) the employee is expected to remain in the plan until the employee’s annual anniversary date of enrollment. Retroactive reimbursements will not be provided.

The employee is responsible for all costs related to their personal communication plan, upgrading and equipment costs.

Enrollment in the CPS Plan is authorized with the completion and signatures on this form. The employee is required to report their personal cell phone number, which may be listed on an internal directory for business communications. Upon initial issuance of the stipend for the telecommunications device, the employee is required to be registered (opt-in) to receive alerting and notification information from all appropriate modules of the FAU Alert system on their device. Employees will be required to supply proof of a communication plan annually in order to continue the stipend.

This completed document should be sent to the FAU Controller’s Office for review and then to the payroll for processing.

Employee signature__________________________ Date: _____________________________

Print name_________________________________ Employee number: _________________

Senior VP approval signature: _____________________________ Date:___________________
New Cell phone number: 

Wireless provider: 

Date FAU equipment returned: 

Office of Advancement Services

Initiating Authority:
Assistant VP Advancement Services

Signature: [Signature]
Name: Keith Fries
Chief Executive Officer, FAU Foundation

Signature: [Signature]
Name: Danita D. Nias

Date: 5/17/19
Date: 5/18/19

Responsible Authority
Office of Advancement Services
Summary of FAU Equipment Issued

FAU Equipment Serial Number: 

Employee ID: 

Employee number: 

Endorsement number: 

Date: 

Employee [Signature]