

West Virginia School of Osteopathic Medicine Cellular Service Forms and Instructions

Effective: February 7, 2013

Step 1: Read the Cellular Services Policy

Employees who are required by the School to carry a cell phone must read and adhere to the [Cellular and Communication Devices and Services Guideline](#). This guideline and the following forms and instructions are also applicable to other personal communication devices such as PDA's and laptop data cards.

Step 2: Apply for Cellular Service Authorization

If an employee has a WVSOM business need to use and incur expenses for a cellular device and services, the employee's supervisor must complete and sign an [Authorization for Cellular Services Allowance Request](#) form and route the form to the appropriate VP or the President for approval.

Steps 3 -4: Obtain Cellular Services & Request Payment

Based on IRS tax code, WVSOM provides one option for ownership of cellular devices.

Employee-Owned Device (Stipend):

The School will provide an expense stipend to be used toward service fees (yearly) and the purchase of a device (every two years).

Stipend Levels

Current standard allowance levels are as follows:

Data and Voice:

Device Stipend: \$200 (payable every two years)

Monthly Service Charge Stipend: \$75 (\$900 payable annually)

Voice Only:

Device Stipend: \$50 (payable every two years)

Monthly Service Charge Stipend: \$30 (\$360 payable annually)

Laptop Data Card:

No device stipend

Monthly Service Charge Stipend: \$60 (\$720 payable annually)

DSL/Cable Model (only approved in exception circumstances):

No device stipend

Monthly Service Charge Stipend: \$30 (\$360 payable annually)

Step 3: Obtain Cellular Device:

Upon receipt of approved Authorization for Cellular Services, the employee is responsible for acquiring a cellular device and contracting for cellular services directly from third-party vendors (existing personal devices and service plans are acceptable).

Step 4: Submit Request for Payment:

Employee completes and submits to Payroll the [Authorization for Cellular Services and Allowance Request](#) form. A payment request must be submitted each year to receive the approved allowance. No further expense allowances or reimbursements will be made beyond this annual stipend.