

Main Campus Payroll notifies us in the spring if there is a change to the market rates for cellular plans.

Eligibility for the allowance must be reviewed on an annual basis, and new applications must be **submitted by mid-June to ensure the allowance on July payroll.**

- Section I is to be completed by the Business Officer.
- Section II is to be completed by the Employee.
- Section III is to be completed by the Supervisor or the Department Business officer, however, leave the Business Officer signature area blank.

Frequently asked questions:

1. *How many of the qualification boxes need to be checked on the top of the form?*

At least one box needs to be checked, but you may also select more than one, if applicable.

2. *What Cost Center numbers am I not allowed to use?*

Cell phone allowances are NOT permitted on grants, including Federal capacity grants, or sponsored state cost centers that start with 10125XXXXX.

3. *Can I use more than one cost center on the form?*

No. You can only use one cost center on the form.

4. *Who signs as the Business Officer?*

Susan Campbell signs off as the Business Officer for the college. The form requires the employee's signature in Section II, and the supervisor's signature in Section III. Please leave the Business Officer signature area blank.

5. *Where do I send the completed form?*

Completed forms are sent to the CAFE Business Center, Room S-103A, prior to the deadline. **Do not** send the form directly to Main Campus Payroll, this will delay the process.

Additional Resources:

Cellular Device Policy <http://www.uky.edu/ufs/sites/www.uky.edu/ufs/files/bpm/Q-1-2.pdf>