

**WEST VIRGINIA UNIVERSITY/RESEARCH CORPORATION
CELL PHONE STIPEND AUTHORIZATION FORM
PERSONAL RESPONSIBILITY ACCOUNT (PRA)**

Employee: Complete employee information below, sign. Submit to Dean/Director/Designee for stipend amount and signature.

Employee Name: _____

WVU ID #: _____

Employee Signature: _____

Date: _____

SBA: Complete the form below and email to SSC-TimeCollection@mail.wvu.edu and Payroll@mail.wvu.edu

SBA: _____

SBA Contact: _____

SBA Phone: _____

Payroll Effective Date: _____

Employee Assignment: _____

Special Instructions: If employee works less than 12 months but should receive the stipend for the full year, please provide off-contract dates below. The amount will then be distributed accordingly.

Off-contract Dates: _____

Funding Information

Campus/Project: _____

Departmental Activity/Organization: _____

Fund/Expenditure Type: _____

Line Item/Task: _____

Function/Award: _____

Project: _____

Dean/Director/Designee: Complete the information below, sign and submit to your SBA.

Dean/Director/Designee:

Note: These are stipend amounts, not the amount of the plan.

(Circle One) **\$25 Stipend** **\$50 Stipend**

\$25/mth Stipend (Example- based on the cost of an unlimited talk, text and 1GB of data plan from US Cellular)

\$50/mth Stipend (Example- based on the cost of an unlimited talk, text and 6GB of data plan from US Cellular)

\$125/mth Stipend (Example- based on the cost of an International Plan)

View the US Cellular Mobile Phone Plan listing for Plan pricing:

[Plans](#)

(<http://www.uscellular.com/plans/index.html>)

Special Note: If employee works less than 12 months, the stipend will be issued based upon the contract dates. If the employee is due the stipend amount during his/her "off contract" period, the amount will then be distributed accordingly.

Is this an employee who works less than 12 months but should receive a stipend for full year? Yes No

Dean/Director/Designee Name: _____

Dean/Director/Designee Signature: _____

Date: _____

By signing this form, West Virginia University & West Virginia University Research Corporation verifies and authorizes the employee to obtain cellular telephone service for business use. Employee hereby acknowledges and agrees that the "Stipend Amount" will be added to their net pay (not base salary) and is intended to reimburse the employee for business use; is not considered a form of compensation and is not taxed; cancellation and changes in service requirements are to be reported to the EBO; the allowance is subject to an EBO-Based annual review.

EMPLOYEE INFORMATION AND INSTRUCTIONS

After completing the employee information at the top of this form, have your Dean/Director or Designee circle the appropriate stipend amount and sign. Bring this form to your Strategic Business Adviser for them to enter the funding information and signature. When complete, submit this form to the Shared Services Center at SSC-TimeCollection@mail.wvu.edu and Payroll at Payroll@mail.wvu.edu for processing.

Obtain and activate your Personal Responsibility Account (PRA) Cellular Telephone/Service for business use.

Reminder: US Cellular offers a 25% discount off current rate plans for all employees and \$350 contract buy-out if you have a different provider.

Click on this link to find the location nearest you: [Store Locator](#) (<http://www.uscellular.com/storefinder/index.html>)

A Credit Check and/or a Deposit may be required.

Employees are responsible for payment of all charges directly to the cell phone provider.

In order to obtain the Employee PRA discount offered by US Cellular, employees must provide a valid WVU email address AND verify their employment with WVU/WVURC with one of the following:

- A company ID badge or;
- A recent paystub (within 30 days) to verify employment

You will also need to provide a non-expired valid form of identification, such as a current Driver's License .