

Loyola Law School Los Angeles Mobile Device Allowance Re-certification

Per the Mobile Device Policy (<https://my.lls.edu/finance/mobiledevicepolicy>) departments are required to “review documentation annually to ensure that a business purpose continues to exist and that the amount is still appropriate in order to accomplish the job.”

If your mobile number changes or if you need to request a change in your allowance please contact Johanna Hernandez (x8308) or Heather Gates (x1020) for further instructions.

Please complete this form, sign, **attach your most recent mobile invoice**, and return to Johanna Hernandez, Fiscal Affairs.

Requestor _____ **Requestor’s Job Title** _____

Allowance (check one)	
Normal Use	\$30/mo
Heavy Use	\$60/mo

Budget Number _____

Work Number _____

Mobile Number _____
(List cell phone that allowance is being requested for)

Reason staff member requires mobile phone allowance (check all that apply):

A. 24/7 access staff members: day to day job responsibilities require routine response to urgent (action required in response within 30 minutes) University business at any time of the day or night – e.g., addressing student/lab safety issues, answering media requests, handling on-call server operations

B. Staff members with remote business responsibilities: job requires routine field work or travel that necessitates communication in real time with the main office to give or receive direction.

C. Other business cases proposed and justified by direct supervisor; approved by a Senior or Executive VP

By signing this re-certification, I certify that the above information is accurate and that I have read and understand the Mobile Device Allowance Policy.

Requestor Signature

Date

Supervisor Signature

Date

For Finance Use Only:

Finance Approval _____
Payroll Processor _____

Date Received _____
Date Processed _____