

Instructions for: Communication Equipment Purchases & Monthly Communication Plan Allowances

Procedures for Employee Allowance for Equipment and/or Monthly Communication Plan Allowances:

1. The following forms must be completed if **requesting** an allowance:
 - a. Texas A&M AgriLife Communication Allowances Certification (AG-516)
 - b. Texas A&M AgriLife One-Time Comm. Equipment Allowance Enrollment (AG-514) and/or
 - c. Texas A&M AgriLife Monthly Communication Plan Allowance Enrollment (AG-515)
2. The signature of the Department Head (or designee) is required on these supplemental forms.
3. If the cell phone allowance is to be paid on grant funding, approval must be received by Contracts and Grants BEFORE sending the forms to payroll. Once approved, Contracts and Grants will forward the forms to the HR / Payroll Office. A written justification for the use of Grant Funds for this allowance must be included with your request to Contracts and Grants.
4. All other requests not on grant funding should be forwarded directly to the AgriLife HR / Payroll Office to receive Administrative approval.
5. After receiving Administrative approval, the Payroll Office will scan the documents into the employee's individual payroll file in Laserfiche. The Unit will be notified via email that the request has been approved.
6. For a one time communication equipment allowance, the department must show proof of the equipment purchase by sending a copy of the employee's receipt. The employee's name and UIN should be denoted on the copy.
7. For the monthly communication allowance, the department must show proof of service plan activation, by sending a copy of the first monthly bill. It should include the cost of the plan. The employee's name and UIN should be denoted on the copy.
8. Department will return the required receipts and/or monthly bill to the HR / Payroll Office via campus mail, email or Laserfiche. After the allowances have been initially set-up, reimbursements will be automatically processed by the HR / Payroll Office each month until otherwise notified of cancellation of service.
9. For any changes to the initial allowances, the AG-515 must be completed and routed for approval. Changes include account number and/or dollar amount. If the account number is being changed to a grant account, AG-516 must also be completed and routed.