



## CELL PHONE ALLOWANCE

A monthly cell phone allowance will be available for Good Spirit School Division staff members who use their personal cell phone in the performance of their assigned duties and responsibilities. A cell phone allowance up to a maximum of \$25.00 per month may be claimed over the course of a one year period (to be applied for and approved on an annual basis).

The following information is required in order for this allowance to be paid. Cell phone allowances that have been approved are to be identified and submitted to the Payroll Department for monthly disbursement.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Amount of allowance being requested: \$ \_\_\_\_\_ per month

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Signature of Authorized Supervisor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

GL#: \_\_\_\_\_