

## Cell Phone Stipend Acknowledgement

I, \_\_\_\_\_ (Print Name), on \_\_\_\_\_ (Date) understand in accordance with Wesley Woods Cell Phone Stipend Policy #814 regarding cell phones, I will receive a stipend of *(please circle)*:

- \$12.50 on a bi-weekly basis over 24 pay periods (\$25.00 monthly) *or*
- \$25.00 on a bi-weekly basis over 24 pay periods (\$50.00 monthly)

*(This amount needs to be approved by a supervisor depending on the usage of the cell phone for company business).*

A cellphone is needed and will be used in conjunction with the performance of my job duties. The allowance will be reported as income on my W-2 tax form. This will be the only stipend for cell phones expenses I receive from Wesley Woods.

I further understand that I may, on occasion, be required to provide a copy of my cell phone bill to my supervisor to verify that a substantial amount of the usage of the cell phone has been business related.

I acknowledge that I must maintain cell phone service to receive stipend, and my failure to do so may subject me to disciplinary action.

I also acknowledge that I have read and must comply with the guidelines established in the Cell Phone Stipend Policy #814. This policy can be located on the Wesley Woods Website: [www.wesleywoods.org](http://www.wesleywoods.org).

Employee Signature: \_\_\_\_\_

Supervisor Name (Print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_