



## Cell Phone Stipend Request

MIS Form # 102  
10/19

To request a cell phone stipend, complete all sections of this form and email it to [ggude@pasco.k12.fl.us](mailto:ggude@pasco.k12.fl.us) for approval and processing.

Note: Approval is required for all cell phone stipends. **This includes stipends for employees transferring to a new position who were receiving a stipend in their previous position.**

### EMPLOYEE INFORMATION

Employee Name	
EE ID	
Title	
Department	
Effective Date	
Additional Comments	

Requested by		Date	
--------------	--	------	--

### APPROVAL

Approved       Not Approved

\_\_\_\_\_  
Assistant Superintendent of Administration/Designee

### PROCEDURE

- 1) Department – Complete the Cell Phone Stipend Request form & email it to [ggude@pasco.k12.fl.us](mailto:ggude@pasco.k12.fl.us) for approval.
- 2) Approval determined by Asst Supt Administration.
- 3) Asst Supt Administration – Email approved form to Staffing: [lstewart@pasco.k12.fl.us](mailto:lstewart@pasco.k12.fl.us).
- 4) Staffing – Create PA to add paytype 555 to employee's record.

Routing: Gude → Approval → HREQ Staffing