



Cell Phone Stipend Request

MIS Form # 102
01/22

To request a cell phone stipend, complete all sections of this form and email it to cellphoneapproval@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	
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APPROVAL

Approved Not Approved

Assistant Superintendent of Administration/Designee

PROCEDURE

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