



## Communication Equipment Purchase Enrollment Form

Name (Last, First, MI)	Universal Identification Number (UIN)
ADLOC/Department	Work Telephone
Work Address (Including Mail Stop)	E-MAIL Address

**Communication Equipment Purchase: (Not to exceed actual cost equipment)**

- |                                                                         |                                |
|-------------------------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> \$100                                          | <input type="checkbox"/> \$150 |
| <input type="checkbox"/> \$200                                          | <input type="checkbox"/> \$300 |
| <input type="checkbox"/> Other dollar amount not listed above: \$ _____ |                                |

**Note:** Instrument allowances may include the communication device and the following accessories: Hands-free devices, cases, carrying devices, chargers (AC and DC), and data cabling. The above amount represents a contribution toward the communication equipment package.

I have read “SAGO Rule 25.99.99.S3: Communication Allowance Program” and “Texas A&M AgriLife Communication Allowance Procedure.” I understand the associated Employee Responsibilities as defined in those documents.

I certify that any changes which cause me to receive more than the actual cost of the communication equipment will be refunded to the appropriate department account.

Additionally, I understand that these allowances are considered taxable compensation subject to required tax withholdings and are **NOT** part of my base salary.

Employee Signature	Date	Department Head Signature (required)	Date
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**Required Payroll Funding Information** *(to be completed by departmental payroll administrator.)*

PIN #	Part #	Account #	Support Account No.	Accounting Analysis	Object Class	Pay Code
					1940	<b>39</b>

Contracts and Grants (required if using grant funds) Date	Administrative Approval (required) Date
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Send completed form to: AgriLife HR / Payroll Office, MS 2162, College Station, TX 77843-2162