UMKC CELL PHONE STIPEND TRANSITION PROCESS

FORMS:
UMKC Cellular Phone Allowance (Stipend)/Reimbursement Policy
UMKC Cellular Allowance (Stipend) Agreement
UMKC Cell Phone Transfer or Disposal/Deactivation Form

MEMO:  Stipend – Not Approved
Stipend – Approved – Personal Phone
Stipend – Approved – UMKC Cell Phone

STIPEND – NOT APPROVED:
1. Employee receives Memo and Transfer/Deactivation form
2. Employee completes and signs the Transfer/Deactivation form, return to their Supervisor
3. Supervisor completes and signs their portion and returns form to the Employee
4. Employee contacts Maria DeSimio, 2607, or Katey Mairs, 1481, to complete the process.

STIPEND – APPROVED – PERSONAL PHONE:
1. Employee receives Memo, a copy of the UMKC Cellular Phone Allowance (Stipend)/Reimbursement Policy and UMKC Cellular Allowance (Stipend) Agreement
2. Employee signs the Allowance (Stipend) Agreement form and return to Supervisor
3. Supervisor signs the Allowance (Stipend) Agreement form and return to the Fiscal Officer
4. After completing the form with appropriate signatures, the Fiscal officer will process the Additional Pay form – use Earnings Code CEL and do not enter an End Date

STIPEND – APPROVED – UMKC DEVICE:
1. Employee receives Memo, a copy of the UMKC Cellular Phone Allowance (Stipend)/Reimbursement Policy, UMKC Cellular Allowance (Stipend) Agreement and the Transfer/Deactivation form.
2. Employee completes and signs the Allowance (Stipend) Agreement and the Transfer/Deactivation form and returns to their Supervisor.
3. Supervisor completes and signs their portion of the Transfer/Deactivation form and returns form to the Employee.
4. After receiving the signed Transfer/Deactivation form from their Supervisor, the employee contacts Maria DeSimio, 2607, or Katey Mairs, 1481, to complete the process.
5. Supervisor signs the Allowance (Stipend) Agreement form and return to the Fiscal Officer.
6. After completing the form with appropriate signatures, the Fiscal officer will process the Additional Pay form – use Earnings Code CEL and do not enter an End Date