

**Cellular Authorization Form**

Employee Name: Jenna Baker

Employee Position: finance - elections

Employee Phone Number: [REDACTED]

**Cellular Allowance Tier:**

**\$30 Monthly Allowance – Basic Usage:** *Individuals who need cellular service during their regularly scheduled hours and infrequent need for use outside their regularly scheduled hours.*

**\$45 Monthly Allowance – High Usage:** *Individuals who need cellular service during their regularly scheduled hours and are occasionally contacted outside of scheduled working hours.*

**\$75 Monthly Allowance – Extensive Usage:** *Individuals who need cellular service during their regularly scheduled hours and are routinely contacted outside of scheduled working hours.*

**\$105 Monthly Allowance – Department Head Level:** *Exempt level employees and the IT Administrator who are on call to the public, board members, other employees, or their own staff whether at or away from work.*

Payroll Start Date: April 20 - NOV 27  
approx 7 mths

Authorized By: Kori Schulte

Date: 2-4-26

Board Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Payroll Received: \_\_\_\_\_

Date: \_\_\_\_\_