

COLORADO DEPARTMENT OF TRANSPORTATION
CDOT MOBILE DEVICE REQUEST OR CANCELLATION

I request a: _____ cell phone _____ tablet (_____ Wi-Fi capable? _____ or is data plan necessary?)

I request that (choose one):

_____ a state-owned Mobile Device be issued with / without (circle one) a data plan

_____ a stipend be provided for the business use of an employee-owned personal cell phone (other Mobile Devices, including tablets, are not eligible for a stipend)

_____ the state-owned Mobile Device or stipend for the business use of a personal cell phone (circle one) be cancelled for the following employee:

Name (please print)

Classification

Personnel Number

Effective Date

I understand that the stipend amount is fixed each year by the State Controller, may not be adjusted by CDOT, and that a stipend for a personal mobile device with no data plan may only be approved if the stipend amount is less than the state's cost of issuing and maintaining a state-owned mobile device.

I acknowledge that my CDOT cell phone has been turned off either on the date or prior to the date I am commencing my request for a stipend.

I hereby certify that the nature of work is critical to the operation of the agency and requires one or more of the following:

1. Substantial travel which limits the employee's ability to use his or her office phone or other office phones, or
2. The employee's job duties require the ability to respond immediately, or
3. The employee's job duties require the ability to be available outside of normal office hours, and
4. Meets any other requirements established by the appropriate Appointing Authority.

I understand that at the discretion of the Appointing Authority, CDOT will provide a tablet to an employee if he or she: 1. Is required by his or her job duties to use a tablet, or 2. Using a tablet would provide a cost benefit to the Department. If possible, the supervisor should attempt to reduce cost by utilizing "Wi-Fi" capability and avoiding a data plan.

I understand that as the supervisor of this employee, it is my responsibility to ensure the device is being used for business purposes in a manner consistent with CDOT Procedural Directive 46.1

I understand that I must review the cell phone bills in a manner consistent with and to ensure compliance with CDOT Procedural Directive 46.1 and the appropriate Mobile Device Agreement.

I also understand I must immediately provide a signed copy of this Mobile Device Request along with the appropriate Mobile Device Agreement form to the business office, which will provide a copy immediately to the payroll office, so the office can ensure any stipend amount is credited as income to the employee for tax purposes.

Mobile Device Business Justification

Based on the employee's class title and the table in PD 46.1, a Business Justification is / is not (circle one) required to be filled out by the supervisor for review by the Appointing Authority.

In this space, if the employee's class title requires a Business Justification, the supervisor must explain the specific reasons why the employee is required to have the phone or plan being asked for. For example, the employee is required to spend a significant amount of time "in the field" but must also be available to his/her supervisor or other CDOT personnel throughout the day. The Appointing Authority will review this Business Justification before approving the overall plan.

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Supervisor Name (printed)

Supervisor Signature

Date

Appointing Authority Name (printed)

Appointing Authority Signature

Date

Employee Acknowledgment (printed)

Employee Signature

Date