



Personal Cell Phone Reimbursement Form

Name		Department	
Phone number	Cell phone company	Name on the cell phone bill	
Justification for reimbursement <input type="checkbox"/> Leadership <input type="checkbox"/> Field worker <input type="checkbox"/> On-call <input type="checkbox"/> Away from desk 50% of time			
Date	Employee signature		
Date	Manager signature		
Date	Director/Executive signature		

Per the Tulalip Tribes *Network Security and Usage Policy* and the Tulalip Tribes *Communication Devices Policies and Procedures*, I acknowledge that the Tulalip Tribes owns the email account and anything else that pertains to the Tulalip Tribes. Tulalip Data Services (TDS) are legally going to acquire any information that is owned by the Tulalip Tribes. By signing this acknowledgement you are agree to the terms per the Tulalip Tribes *Network Security and Usage Policy* and the Tulalip Tribes *Communication Devices Policies and Procedures*

All cell phone bills must have the following:

Requesting employee's name, and phone number that is on file, the account number, and billing dates. The Inventory Specialist will notify you by email when your reimbursement has been sent up to Finance.

All reimbursements must be sent in before the end of the following month's billing cycle. Any employee transferring departments must turn in a new Personal Cell Phone Reimbursement Form.

A W-9 must be on file with finance-ap in order to process reimbursement

****All signatures required****

*****This form must be renewed annually*****