

Application for Cell Phone Subsidy or other mobile device for business purposes.

Please only complete this application if you already have a contract in your name.

Applicant Name: _____ **Staff Number:** _____

Print your name clearly.

School: _____ **College:** _____

Please complete the details clearly do not abbreviate, this information is essential.

Job title: _____ **Peromnes Grade/Level:** _____

Contact Details: UKZN Telephone No: _____ **Email:** _____

Details of Device:

Cell Number/Data card number	Approved Service Provider: Vodacom/Altech Autopage/MTNSP/Telkom Mobile	Approved Subsidy Amount

Motivation:

(Cost/benefit analysis, where quantifiable e.g. estimated saving in man hours/ equipment/ traveling - indicating codes against which savings will be reflected and net saving which will be achieved. Indicate why cellular phone/data card/ smart phone is required in preference to more cost effective alternatives, such as a pager or conventional phone. List special circumstances which necessitate possession/use e.g. safety, security, nature of work.)

Approved Subsidy Levels:

Executive Management - up to a maximum of R900 per month
 Senior Management (Grade 5 and above, including Directors, Professors, Associate Professors and Senior Lecturers) - up to a maximum of R750 per month
 Other Staff (Grade 6 and below) - up to a maximum of R400 per month

Authorization:

Subsidy Approved by Line Manager: _____ (Print Name)

Signature: _____

Approval of relevant Deputy Vice-Chancellor: _____ (Print Name)
 (for subsidy amounts in excess of approved levels)

Signature: _____

Cost Center Code to be debited: _____

Cost Centre Holder: _____ (Print Name)

Signature: _____

Scan the completed form and email to: phakathip@ukzn.ac.za, ICS Telephone Services

Please read the following carefully.

IMPORTANT: The University has split billing arrangements with the following service providers:

- **ALTECH AUTOPAGE Tel 011 650 2107 / 083 608 8008**
- **VODACOM Tel 082 277 3511**
- **MTNSP Tel 031 502 8500 / 031 5028673**
- **TELKOM MOBILE Tel: 031 327 1101 / 0 81 555 4192**

If you are entering into a new contract please use one of these service providers.

If you already have a personal mobile communications device contract with one of these service providers then conversion to split billing can be made. We do not have an agreement with any other vendor.

If you applied for sponsorship and submitted all the required documentation but for some reason it was not activated then you can submit a "Monthly Expenses Claim Form" to Finance. Each claim should be accompanied by supporting documentation, including relevant invoices and evidence of this authorized subsidy application. .

Signature: (Applicant)

Date:

Checked By: _____ Date: _____ (for Telephone Department)