**Housing & Redevelopment Authority of Virginia, MN**

**Cellular Phone & Smart Device Policy**

**Employee Request**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an employee of the Virginia Housing & Redevelopment Authority (VHRA), request the following in accordance with the VHRA cellular phone and smart device policy:

[ ]  I request a VHRA issued cellular phone.

[ ]  I request a VHRA issued smart device.

[ ]  I request a stipend in the amount of $30.00 for the business use of my personal smart device.

[ ]  I request a stipend in the amount of $15.00 for the business use of my personal cellular phone.

I have read and fully understand the VHRA Cellular Phone and Smart Device Policy and agree to adhere to this policy.

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Employee Signature Date

*After completing the top portion of this form, please submit it to your direct supervisor.*

[ ]  Approved

[ ]  Not Approved

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Supervisor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director Signature Date

Comments:

Office Use:

Reimbursement Month/Year \_\_\_\_\_\_/\_\_\_\_\_\_