

**PORTLAND STATE UNIVERSITY
DEPARTMENT AUTHORIZATION FOR
BUSINESS USE OF EMPLOYEE'S BROADBAND INTERNET SERVICE**

New
 Change

Employee Name: _____ Date: _____

Employee ID #: _____ Email: _____

Employee's Home Address: _____

Base Monthly Plan Amount: \$ _____ Work Phone No: _____

PSU Department: _____ Mail Code: _____

Department Contact Name: _____ Phone No: _____

Job Duties: (Please attach a separate page if needed)

Employee Signature: (Required) _____

APPROVAL

As Department Chair/Director, I verify that the employee listed above is required, due to legitimate business need, to maintain Broadband Internet to conduct official PSU business. I hereby authorized the employee listed above to use his/her personal Broadband Internet for conducting official PSU business. The Department will pay the employee a Broadband Internet allowance for using his/her personal Broadband Internet in accordance with the University's "Broadband Internet Service Reimbursement Policy". **Allowance is 50% of service with a maximum of \$40.00.**

Department Chair/Manager Signature Printed Name Date

Dean/Director Signature – **Required** Printed Name Date - **Required**

*****Please attach a copy of the first page and the detailed pages (break down of cost) of your Broadband Internet service bill to this form and submit them to Departmental Accounting Services (via campus mail to BO-SAS). Both of the employee and the Department should retain a copy.**

Business Affairs – Specialized Accounting Services USE ONLY

Amount Approved Per Month: \$ _____ BAO-SAS Approval: _____ Date: _____