

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

New

Change

Employee Name: _____ Date _____

Employee ID#: _____ PSU Department: _____

Employee's Home Address: _____

Phone No.: _____ Email: _____

Base Monthly Plan Amount: _____

Department Contact: _____ Phone # _____

Job Duties:

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 authorize the employee listed above to use his/her personal Broadband Internet for conducting official PSU business. The Department will pay the employee a Broadband requirement allowance for using his/her personal Internet service in accordance with the University's "Broadband Internet Service Reimbursement Policy". Allowance is 50% of service with a maximum of \$40.00

Approval:

Department Chair/Director Signature

Employee Signature

Title

Date

Dean/Director Signature *(Required)*

Date *(Required)*

*****Please attach a copy of your Broadband internet bill to this form, (to document that you have a Internet service and your monthly plan cost), and submit it to Laurel Tracy in the Office of Business Affairs (via mail to BAO-AP or via Fax to x53400). Both the employee and the Department should retain a copy.**