



COUNTY OF LAKE

Courthouse-255 North Forbes Street
Lakeport, California 95453
Smartphone Stipend Request Form

Name

Department

Title

Are you currently receiving a smartphone stipend from the County? Yes No

Do you currently have a personal smartphone that you use for County business?

Yes No

If yes, you must provide your smartphone number: _____

NOTE: Your smartphone number must be provided to the Auditor-Controller's Office prior to receiving a smartphone stipend.

If yes, approximately what percentage of your personal smartphone's total usage do you estimate is for County business purposes? _____%

If yes, what is the average monthly cost? \$ _____

If no, when do you plan on obtaining a smartphone and beginning service? _____

Do you currently have a County issued phone? Yes No

If yes, can the plan be terminated without penalty? Yes No

The following are the eligibility requirements for obtaining such a device as outlined in the Smartphone Policy. **Check all that apply:**

1. The employee's work requires wide mobility and simultaneous access to the communications network; or
2. The employee's work requires timely business critical two-way communication for which there is no reasonable alternative technology; or
3. The employee provides emergency support and back up from a mobile environment.

By signing this form I acknowledge I have read and understand the Smartphone Policy and will abide by its regulations.

Employee Signature

Date

Department Head

Date

To be completed by Administration for non-management employees:

Stipend approved starting: _____

For Payroll Use:

Payroll Start Date: _____

County Administrative Officer

Deputy: _____