

Application for subsidy to cover use of a Personal Cellular Telephone and Data Card for Business use.

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

1 Department/Faculty: _____ Applicant: _____
Please complete the details clearly do not abbreviate, this information is essential. Print your name clearly.

Job title: _____

2 College: _____
Please complete the details clearly do not abbreviate, this information is essential.

Staff Number: _____ Contact Details: UKZN Telephone No: _____

Email: _____

Service Provider: Vodacom / Nashua / MTNSP : _____ (We do not have an agreement with any other vendors)

3 Details of existing Equipment/Cell phone number: _____

4 Is this a new application: Yes or No

5 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 is required in preference to more cost effective alternatives, such as a pager or conventional phone. List special circumstances which necessitate possession/use of cell telephone e.g. safety, security, nature of work.)

6 Approved designated Subsidy R _____

7 Subsidy Approved by Divisional Director/Dean: _____ (Print Name)

8 Signature of Divisional Director/Dean: _____

9 Cost Center Code to be debited: _____

10 FAX the completed form to Mrs. Promise Dlamini 031-2601474. Telephone Services Department.

Please read the following carefully.

ICT Division – Telephone Services

Postal Address: Private Bag X54001,

Durban, 4000, South Africa

Telephone: +27 (0) 31 260 2492

Facsimile: +27 (0) 31 260 1474

Email: Dlaminip@ukzn.ac.za



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

- **NASHUA Tel 031-250-5555**
- **VODACOM Tel 082 277 3511**
- **MTNSP Tel 031 -502-8500 / 031 5028673**

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

If you already have a personal cell phone contract with one of these service providers then conversion to split billing can be made.

To activate the split bill you will be required to complete a KI application form provided by your service provider.

We do not have an agreement with any other vendor.

If you have a contract with service provider other than one of the above and you have authorization from your Divisional Director/Dean for a subsidy, then you must submit a "Monthly Expenses Claim Form" to Finance. To support your claim, you must include a copy of your cell phone account with all University business calls highlighted.

<p><u>Surname:</u> <u>Initials:</u> <u>Title:</u> <u>Staff No.:</u></p> <p><u>School/Department/Section:</u></p> <p><u>Faculty / Division:</u></p> <p><u>Signature:</u> <u>Date:</u></p>
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-----Telephone Department-----

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