



Application for Subsidy to cover use of a Personal Cellular Telephone for Business Use

1 Department/Faculty: _____ Applicant: _____

Please complete the details clearly do not abbreviate, this information is essential.

Print your name clearly.

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.)

Empty rectangular box for motivation details.

6 Approved designated Subsidy R _____

7 Subsidy Approved by Head of School/Department: _____ (Print Name)

8 Signature of Head of School / Department : _____

9 Cost Center Code to be Debited : _____

10 Date: _____

Signature of Applicant: _____

11 FAX the completed form to Ms Promise Dlamini 031-2601474. Telephone Services Department;

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

- NASHUA, tel 031-250-5510 – Anandh Pillay (anandhp@nashuadbn.co.za)
VODACOM tel 031-302-3658 / 082-997-4690 – Martine Jaynayan (jaynarayan@vodacom.co.za)
MTNSP tel 031-502-8673 / 083-212-2485 – Chantal Walsh

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.

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 HOD 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.

-----Telephone Department -----

Checked By: _____ Date: _____

(for Telephone Department)