How do I get approval for a denied allowance request for a personally-owned Mobile Communication Devices (MCD) needed to do my job?

Tell Me

Supplemental to University Policy 602.10, Mobile Communication Device Allowances and MCD Procedures.

1. Approval or denial of the allowance is determined by your department head.
2. Provide a valid business purpose.
3. Discuss the issue with your supervisor to determine why it was denied.

Note

Allowances are not automatically approved because you were provided a phone previously.

Related Articles

- How do I terminate an MCD allowance?
- What supporting documentation should I submit with my MCD Allowance Request eForm?
- What are the deadlines for requesting/renewing a MCD allowance?
- Why doesn't the University provide Mobile Communication Device (MCD) equipment allowances?
- Can I get reimbursed for mobile "apps" purchased on a University-owned Mobile Communication Device (MCD)?