

Mobile Communications Equipment and Related Services Cancellation Request Form

In accordance with Section III of University Policy 9.4.9 Procedures for Acquisition of Mobile Communications Equipment and Related Services for University Business, monthly stipends will remain in effect until the employing unit notifies HR to remove the stipend from the employee's appointment. It is the responsibility of the employing department to cancel the stipend upon an employees' departure from the University or a change in job responsibilities.

**Only use this form if you are requesting to stop all stipend related payments. To revise an existing stipend (including partial reductions), a new stipend request (link here) will need to be submitted.

Campus Box 1300 Fax (309) 438-3649 HRDataManagement@ilstu.edu
orward complete forms to: Human Resources Attn: Cell Phone - Additional Payment
eason for cancellation:Change in Job Responsibilities Discontinuation of Employment
upervisor Signature:
upervisor Printed Name :
ffective Cancellation Date:
mployee UID:
mployee Name: