Checklist for Departmental Purchase Method:

To be completed by Supervisor or Fund Controller:

Justification for departmental purchase instead of employee allowance method: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Certification of the business purposes for this allowance (mark all that apply):
☐ This employee is a key staff member needed in the event of an emergency (cabinet, etc.)
☐ This employee is frequently away from access to traditional land-based phone services.
☐ This employee is involved in frequent off hours/on-call activity.
☐ This nature of this employee’s work is critical and immediate response is required.
☐ The related cost is justified when compared with alternative communication choices.
☐ Other- If not listed above, please state why device is necessary, why it is essential in carrying out job responsibilities and why job responsibilities could not be carried out without it.