



## AUTHORIZATION FOR REIMBURSEMENT OF HOME HIGH SPEED INTERNET ACCESS

The University's "Reimbursement for Employee Access to University of Delaware Internet and E-mail from Home" policy (3-28) provides for limited circumstances where the University will reimburse employees for the cost of home internet access. This form is to be used to secure the approvals in accordance with the policy. Please see the policy for complete details.

EMPLID	NAME	DEPARTMENT	
ASSIGNED WORK RESPONSIBILITIES THAT GENERATE A CLEARLY DEMONSTRABLE NEED FOR HIGH SPEED INTERNET ACCESS			
INTERNET SERVICE PROVIDER	MONTHLY COST	IS SERVICE ALREADY INSTALLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	INSTALLATION COST (NEW INSTALLATION ONLY)
EMPLOYEE SIGNATURE	DATE	SUPERVISOR SIGNATURE	DATE
PURPOSE CODE ADMINISTRATOR SIGNATURE	DATE	DEAN, VICE PROVOST OR VICE PRESIDENT SIGNATURE	DATE
PURPOSE CODE	ACCOUNT CODE 148500	EXECUTIVE DIRECTOR, IT-NSS SIGNATURE	DATE

This authorization expires two years from the latest signature on the form or immediately upon significant change in employee's responsibilities or employee's separation from the University. The employee is responsible for renewing this authorization if appropriate.

FOR PROCUREMENT SERVICES USE ONLY
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