**Memorandum**

From: [Team Leader]

To: [Phone Card Custodian]

Date: [Date]

Re: Phone card allowance authorization for the month of [Month, Year]

The following employees are entitled to receive a cell phone credit in the amount specified next to each name. This authorization is for [Month, Year] only.

This memo serves as authorization to purchase the credit as listed on this form, charge it to the budget written next to each name, and issue it in the amounts listed to the employees as specified below.

[Paste Columns A – H Here]

Prepared by: [Typed Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Authorized by: [Program Manager] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)