

Portable electronic devices/work related computer software declaration

(Only required if salary packaging as an FBT exempt benefit item)

Employee supervisor declaration

Supervisor name: Supervisor position:

Employer name:

Supervisor's phone number:

Name of employee supervised:

Employee's position:

Is the employee's current position Substantive Acting

If acting – nominate the period of time the employee has been continuously in this position
.....years.....months.

Description of employee's work:
.....
.....

Employee supervisor time:yearsmonths

I hereby certify that the portable electronic device (PED) (viz.....) purchased by the employee named above and the computer software (viz.....) purchased with the PED (cross out if inapplicable), is/are primarily for use (i.e. greater than 50% of overall usage) in the employee's employment for the following purposes:

1.
2.
3.

Note: The use of a portable electronic device (and computer software, if applicable) for self education/professional development is NOT a valid reason for FBT exemption. The item must be primarily for use in the employee's actual employment duties.

I also certify that the employing department has not provided or made available or intends to make available a portable electronic device of the kind described herein for the employee's usage.

Supervisor signature: Date:

Employee Signature: Date:

Privacy notice

The salary packaging administrator is collecting your personal information on this form for the purpose of processing your salary packaging agreements. The salary packaging administrator will pass your personal information on to your agency's payroll section as part of the administration of your salary packaging agreements, Queensland Government Procurement in relation to the management of the salary packaging arrangement, and Queensland Treasury for auditing purposes. Your personal information will not be used for any other purpose or disclosed to any other third party, without your consent, unless authorised or required by law.

Portable Electronic Devices Declaration V3.0 – 7 November 2016