

CELLULAR PHONE REQUEST FORM HIDALGO COUNTY, TEXAS

(1) Type of Request:

<input type="checkbox"/> Phone and service (NEW)	<input type="checkbox"/> User Name Change
<input type="checkbox"/> Phone and service (Porting/Existing number: 956-212-9692)	<input type="checkbox"/> Delete Service
<input type="checkbox"/> Plan change	<input type="checkbox"/> Other _____

(2) Requesting employee/position: Sofia Hernandez / Economic Dev. Director
 Employee ID #: 153249 Office: Co. Judge Budget Acct. #: 8-1100-413-00-110-0060-532

(3) Type of duties:

Offsite duties On-call duties Law Enforcement Emergency Response Other: _____

(4) Describe how cell phone will be used: _____

(5) Anticipated usage in minutes per month (check only one):

Sprint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	400	1000	1400	2000	3000	4000	Data Card
Plan Cost	\$42.00	\$59.00	\$76.00	\$91.00	\$133.00	\$185.00	\$85.00

(6) Will phone be used outside of the County of Hidalgo yes. If yes indicate where and how frequently
When attending meetings and/or conferences

(7) Cell phones come with desktop charger. Additional accessories needed:

Car charger _____ Carrying case _____ Extra battery _____ Other: _____

(8) If requesting a different model or make of cell phone than is supplied under the current contract indicate justification for additional expense _____

Department Head / Elected Official

	Rigoberto Villarreal	2-12-08
↑ Signature ↑	↑ Print Name ↑	↑ Date Signed ↑

APPROVED BY HIDALGO COUNTY COMMISSIONERS' COURT

APPROVAL DATE : _____

For multiple phone requests, please continue on the following page.
 V4 - modified 10/5/06

CELLULAR PHONE AGREEMENT

HIDALGO COUNTY, TEXAS

As an employee of Hidalgo County, I, Sofia Hernandez, recognize and understand that cellular telephones are provided for employee use in support of the business operations of Hidalgo County and are to be used for legitimate business purposes. I further understand that the phones belong to Hidalgo County and are to be used in an effective, efficient, ethical and lawful manner.

I am aware that Hidalgo County reserves the right to review, audit and inspect cellular telephone records at any time, with or without notice.

I understand that I am responsible for good care and maintenance of my assigned cellular telephone and will be required to pay for any damage done to the phone due to my negligence. I also acknowledge that I become fully liable to Hidalgo County for the full replacement cost of any lost cellular telephone equipment.

I am aware that my assigned phone may be reassigned or withdrawn at any time, with or without notice, at the discretion of the Department Head or Elected Official.

I understand that I will surrender my cellular telephone upon termination of employment (voluntary or involuntary termination, including retirement). At this point, I am aware that no further use of my cellular telephone is authorized.

I agree to pay for the personal use of the County issued cellular phone at the rate of \$0.40 per minute, in addition to other costs and fees, including roaming, international/long distance, directory assistance, text messaging or other personal usage related fees.

I certify and acknowledge that I have read and understand Hidalgo County's Cellular Telephone Policy regarding cellular telephone usage and will comply with the terms and conditions stated throughout.

MTH
Signature of Employee

153249
Employee #

2/14/08
Date Signed

956-212-9692
Cellular Telephone Number Assigned

Co. Judge / 110
Department / Dept. #

As the Department Head or Elected Official, I understand I am responsible for this employee's use and care of the assigned cellular telephone.

Signature of Department Head/Elected Official

Date Signed

** Upon issuance of all cellular telephones, a copy of this form shall be forwarded to the Purchasing Department and Auditor's Office for their records. This agreement will be executed by new department heads or newly elected officials upon taking office.