


CELLULAR PHONE REQUEST FORM - W.1.2
HIDALGO COUNTY, TEXAS

(1) Type of Request: <input type="checkbox"/> Cellular Service Allowance (STIPEND) <input type="checkbox"/> Equipment Replacement <input checked="" type="checkbox"/> County Owned Department Assigned Cellular Service <input type="checkbox"/> Name Change <input type="checkbox"/> Delete Service <input checked="" type="checkbox"/> Other wireless device: <input checked="" type="checkbox"/> Data card <input type="checkbox"/> GPS <input type="checkbox"/> Blackberry <input type="checkbox"/> Other:		
STIPEND ONLY:		
(2) Requesting employee/position: _____ Department #: _____ Employee ID #: _____ Office: _____		
(3) Type of duties: <input checked="" type="checkbox"/> Offsite duties <input checked="" type="checkbox"/> On-call duties <input checked="" type="checkbox"/> Law Enforcement / Emergency Response <input type="checkbox"/> Other: _____		
(4) Describe how the use of this cell phone will benefit the county: <u>INSURING CONTINUITY OF DUTIES</u> <u>ACCESS TO MOBILE, FIELD INCIDENT REPORTING, EMERGENCY MANAGEMENT</u> <u>Mobile Laptops For Criminal System Database, WebECC, Texas Forest Service</u>		
COUNTY OWNED CELL PHONE ONLY:		
(5) TOTAL AMOUNT OF PURCHASE ORDER: (Purchase Order must cover total for fiscal year. Please allow an additional \$10-\$15 per device for fees) Quantity: _____ Service: \$ _____ /mo (x) _____ months = \$0.00 Account: _____ -532 Service: \$ _____ /mo (x) _____ months = \$0.00 Account: _____ -662 Requisition Total: _____ Requisition Number: _____		
DATA CARDS, GPS or OTHER		
(6) Requesting employee/position: <u>MARCO ROMERO</u> Department #: <u>300</u> Employee ID #: <u>138142</u> Office: <u>FMO / EMC</u> Service: \$ <u>55.00</u> /mo (x) <u>8</u> months = \$ <u>440.00</u> Account: _____ 9-1100-422-10-300-001-0 -532 Service: \$ _____ /mo (x) _____ months = \$0.00 Account: _____ -662 Requisition Total: <u>2,159.96</u> Requisition Number: <u>154005</u>		
(7) Elected Official/Department Head Authorization for Request: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  _____ Signature </div> <div style="text-align: center;"> <u>Juan Martinez</u> _____ Print Name </div> <div style="text-align: center;"> <u>4/29/09</u> _____ Date </div> </div>		
(8) Executive Office Authorization (Commissioner's Court Departments Only): <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ Signature </div> <div style="text-align: center;"> _____ Print Name </div> <div style="text-align: center;"> _____ Date </div> </div>		
(9) IT DEPARTMENT ONLY: Service Type Codes: _____		

Commissioner's Court Action:
 Approved Date: _____ Disapproved