

HIDALGO COUNTY, TEXAS
ADMINISTRATIVE POLICY MANUAL

Procedure: W.2
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Date Authorized: 03/--/2009
Supersedes: n/a

TRANSITION OF EXISTING SERVICE

1. Officials/Department Heads must prepare Form C.1.2 "Wireless Communication Service Request" for each employee currently using cellular services billed to Hidalgo County, if the employee qualifies for an allowance. The form, along with justification of the need for a cellular phone, must be presented to the Court for approval.
2. Upon approval by the Court, the allowance will be established and the existing Hidalgo County number will be disconnected. The allowance will not be established until billing in the employees name is validated.
3. The cellular phone and any other associated equipment purchased by the County must be returned to the Purchasing Department if and when it is replaced.
4. All accounts must be removed from the Hidalgo County Sprint accounts prior to April 30, 2009. No money will be budgeted for payment of these accounts in the 2010 fiscal year budget. Officials/Department Heads are responsible for budgeting of cellular allowances and all payroll withholdings. Cellular allowances are subject to workers compensation and unemployment appropriations.
5. Any existing cellular phone service which is not submitted for Court approval for continuation of service will be disconnected no later than April 30, 2009.