


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

<p>(1) Type of Request:</p> <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 type="checkbox"/> Other wireless device: <input type="checkbox"/> Data card <input type="checkbox"/> GPS <input type="checkbox"/> Blackberry <input type="checkbox"/> Other:		
STIPEND ONLY:		
<p>(2) Requesting employee/position: _____</p> <p>Department #: _____ Employee ID #: _____ Office: _____</p>		
<p>(3) Type of duties:</p> <input type="checkbox"/> Offsite duties <input type="checkbox"/> On-call duties <input type="checkbox"/> Law Enforcement / Emergency Response <input type="checkbox"/> Other: _____		
<p>(4) Describe how the use of this cell phone will benefit the county: _____</p> <p>_____</p>		
COUNTY OWNED CELL PHONE ONLY:		
<p>(5) TOTAL AMOUNT OF PURCHASE ORDER: (Purchase Order must cover total for fiscal year. Please allow an additional \$10-\$15 per device for fees)</p> <p>Quantity: <u>1</u></p> <p>Service: \$ <u>46.19</u> /mo (x) <u>6</u> months = <u>\$277.14</u> Account: <u>9-1284-421-00-280-063-0-532</u></p> <p>Service: \$ _____ /mo (x) _____ months = <u>\$0.00</u> Account: _____ <u>-662</u></p> <p>Requisition Total: <u>\$300.00</u> Requisition Number: _____</p>		
DATA CARDS, GPS or OTHER		
<p>(6) Requesting employee/position: _____</p> <p>Department #: _____ Employee ID #: _____ Office: _____</p> <p>Service: \$ _____ /mo (x) _____ months = <u>\$0.00</u> Account: _____ <u>-532</u></p> <p>Service: \$ _____ /mo (x) _____ months = <u>\$0.00</u> Account: _____ <u>-662</u></p> <p>Requisition Total: _____ Requisition Number: _____</p>		
<p>(7) Elected Official/Department Head Authorization for Request:</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  Signature </div> <div style="text-align: center;"> <u>GUADALUPE TREVINO</u> Print Name </div> <div style="text-align: center;"> <u>06/29/2009</u> Date </div> </div>		
<p>(8) Executive Office Authorization (Commissioner's Court Departments Only):</p> <p>_____</p> <p style="text-align: center;">Signature Print Name Date</p>		
<p>(9) IT DEPARTMENT ONLY:</p> <p>Service Type Codes: _____</p>		

Commissioner's Court Action:

Approved Date: _____ Disapproved