

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

(1) Type of Request:

Cellular Service Allowance (STIPEND)  Equipment Replacement

County Owned Department Assigned Cellular Service  Name Change

Delete Service

Other wireless device:  Data card  GPS  Blackberry  Other:

**STIPEND ONLY:**

(2) Requesting employee/position: \_\_\_\_\_

Department #: \_\_\_\_\_ Employee ID #: \_\_\_\_\_ Office: \_\_\_\_\_

(3) Type of duties:

Offsite duties  On-call duties  Law Enforcement / Emergency Response  Other: \_\_\_\_\_

(4) Describe how the use of this cell phone will benefit the county: \_\_\_\_\_

**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: Juan Mancha / Truancy Case Manager Supervisor

Department #: \_\_\_\_\_ Employee ID #: \_\_\_\_\_ Office: JP 4 PI 2

Service: \$ 55.00 /mo (x) 7 months = \$385.00 Account: 9-1242-412-00-060-001-0-532 -532

Service: \$ \_\_\_\_\_ /mo (x) \_\_\_\_\_ months = \$0.00 Account: \_\_\_\_\_ -662

Requisition Total: \$1,454.97 Requisition Number: 157490

(7) Elected Official/Department Head Authorization for Request:

\_\_\_\_\_  
 Signature Mary Alice Palacios Print Name 6/22/2009 Date

(8) Executive Office Authorization (Commissioner's Court Departments Only):

\_\_\_\_\_  
 Signature Valde Guerra Print Name 7/9/09 Date

(9) IT DEPARTMENT ONLY:

Service Type Codes: \_\_\_\_\_

Commissioner's Court Action:

Approved Date: \_\_\_\_\_  Disapproved

Revised: 04/08/2009

**RECEIVED**  
 OFFICE OF EXECUTIVE OFFICER  
 ON: 7/9/09 BY: MB

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**Requisition Total:** \_\_\_\_\_ **Requisition Number:** \_\_\_\_\_

**DATA CARDS, GPS or OTHER**

(6) Requesting employee/position: Sylvia Garza / Truancy Case Manager II  
 Department #: \_\_\_\_\_ Employee ID #: \_\_\_\_\_ Office: JP 4 PI 2  
 Service: \$ 55.00 /mo (x) 7 months = \$385.00 Account: 9-1242-412-00-060-001-0-532 -532  
 Service: \$ \_\_\_\_\_ /mo (x) \_\_\_\_\_ months = \$0.00 Account: \_\_\_\_\_ -662  
**Requisition Total:** \$1,454.97 **Requisition Number:** 157490

(7) Elected Official/Department Head Authorization for Request:  
 \_\_\_\_\_ Mary Alice Palacios 6/23/2009  
 Signature Print Name Date

(8) Executive Office Authorization (Commissioner's Court Departments Only):  
 \_\_\_\_\_ Valde Guerra 7/9/09  
 Signature Print Name Date

(9) IT DEPARTMENT ONLY:  
 Service Type Codes: \_\_\_\_\_

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Requisition Total: \_\_\_\_\_ Requisition Number: \_\_\_\_\_

**DATA CARDS, GPS or OTHER**

(6) Requesting employee/position: Josie Herrera / Truancy Case Manager II

Department #: \_\_\_\_\_ Employee ID #: \_\_\_\_\_ Office: JP 4 PI 2

Service: \$ 55.00 /mo (x) 7 months = \$385.00 Account: 9-1242-412-00-060-001-0-532-~~532~~

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 Signature Valde Guerra Print Name 7/9/09 Date

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Service Type Codes: \_\_\_\_\_

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