

# CELLULAR PHONE REQUEST FORM - W.1.2

HIDALGO COUNTY, TEXAS

(1) Type of Request: Wireless device: <input type="checkbox"/> Data card <input type="checkbox"/> Blackberry <input type="checkbox"/> Other: _____
<b>DATA CARDS, BLACKBERRY or OTHER (one form per individual)</b>
(2) Requesting employee/position: _____ Department #: _____ Employee ID #: _____ Office: _____ Quantity: _____ Service: \$ _____/mo (x) _____ months = _____ Account: _____ -532 Service: \$ _____/mo (x) _____ months = _____ Account: _____ -619/664 Requisition Total: _____ Requisition Number: _____
(3) Elected Official/Department Head Authorization for Request: _____ Signature _____ Print Name _____ Date _____
(4) Executive Office Authorization (Commissioner's Court Departments Only): _____ Signature _____ Print Name _____ Date _____
(5) IT DEPARTMENT ONLY: Service Type Codes: <input type="checkbox"/> SPRINT UNLIMITED DATACARD PLAN -or- <input type="checkbox"/> SPRINT BE1000 + DATAPLAN

Commissioner's Court Action: \_\_\_\_\_ Commissioner's Court Date: \_\_\_\_\_

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

Current County cell phone policy stipulates that employees that have cell phones assigned to them will be taxed the value of the service. Please see the following IRS document for more information:  
<http://www.irs.gov/govt/fslg/article/0,,id=167154,00.html>, EXAMPLE 2.