

## Audrey Ochoa

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**From:** Gris [gris.salazar@co.hidalgo.tx.us]  
**Sent:** Thursday, February 17, 2011 9:10 AM  
**To:** 'Audrey Ochoa'  
**Cc:** ruben.flores@co.hidalgo.tx.us  
**Subject:** RE: Documents for Data Card and Cell Phone

Morning!!

Deadlines are on Wednesdays so I've already submitted the item for next week. Now you need to contact Budget and have them attach your request forms to AI-25393. Should you have any questions please call or email me.

Gracias!!!

*Griselda Guerra*  
*Administrative Assistant*  
*Hidalgo County J. J. Dept.*  
*a: (956) 292-7010 ext.6001*  
*f: (956) 318-2152*

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**From:** Audrey Ochoa [mailto:audrey.ochoa@co.hidalgo.tx.us]  
**Sent:** Thursday, February 17, 2011 8:52 AM  
**To:** 'Gris'  
**Cc:** ruben.flores@co.hidalgo.tx.us  
**Subject:** Documents for Data Card and Cell Phone

Good Morning Gris!

Here are the documents that you needed, can you please put them on the agenda for February 22, 2011. Let me know if you have any questions!

Miss Ya!

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**From:**  
**Sent:** Thursday, February 17, 2011 8:45 AM  
**To:** audrey.ochoa@co.hidalgo.tx.us  
**Subject:** From ScanFront220



# WIRELESS DEVICE REQUEST FORM W.1.2

(1) Type of Request:

Wireless device:  Data card  Blackberry  Other: VERIZON UNLIMITED MO

**DATA CARDS, BLACKBERRY or OTHER (one form per individual)**

(2) Requesting employee: Office Use Employee ID# N/A Signature: \_\_\_\_\_

DEPARTMENT: Hidalgo County Pct.1 DEPT #: 121

Quantity: 1

Service: \$ 42.99/mo (x) 10 months = 429.90 Account: 1-1200-431-00-121-004-0 -532

Service: \$ \_\_\_\_\_/mo (x) \_\_\_\_\_ months = 0.00 Account: \_\_\_\_\_ -619/664

Requisition Total: \$29.80 Requisition Number: #00190781

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

Martha Mena Martha Mena 2-17-11  
Signature Print Name Date

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

\_\_\_\_\_  
Signature Print Name Date

(5) IT DEPARTMENT ONLY:

Service Type Codes:

- SPRINT UNLIMITED DATACARD PLAN -or-
- SPRINT BE1000 + DATAPLAN
- OTHER: VERIZON UNLIMITED MOBILE BROADBAND PLAN

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

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

*I understand that the value of the use of the wireless device(s) will be included in the wages of the employee that is assigned a county phone and the employee will be liable for the taxes incurred by the cost of this device(s).*



# WIRELESS DEVICE REQUEST FORM W.1.3

(1) Type of Request:

- County Owned Department Assigned Cellular Service
- Equipment Replacement
- Delete Service

**COUNTY OWNED / ASSIGNED CELL PHONE :**

(2) Requesting employee: Office Use Only Employee ID# N/A Signature: \_\_\_\_\_

DEPARTMENT: Hidalgo County Pct.1 DEPT #: 121

Quantity: 1

Service: \$ 39.99 /mo (x) 10 months = \$399.90 Account: 1-1200-431-00-121-004532

Service: \$ \_\_\_\_\_ /mo (x) \_\_\_\_\_ months = \$0.00 Account: \_\_\_\_\_ -619/664

Requisition Total: \$ 829.80 Requisition Number: # 00190781

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

Martha Mena Martha Mena 2-17-11  
 Signature Print Name Date

(4) Executive Office Authorization:

\_\_\_\_\_  
 Signature Print Name Date

(5) IT DEPARTMENT ONLY:

Service Type Codes:

- VERIZON Nationwide Talk Small Business Share Plan \_\_\_\_\_ -or-
- VERIZON Talk Unlimited Anytime Minutes + Email PDA Smartphone / Blackberry solution \_\_\_\_\_

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

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

*I understand that the value of the use of the wireless device(s) will be included in the wages of the employee that is assigned a county phone and the employee will be liable for the taxes incurred by the cost of this device(s).*



Requisition # 00190281    Print Requisition    Date Entered 02-16-2011    Account Year 11    PO #             Item Total 829.80  
 Enter     Req's Only     Approve     Approve By Year    Requisition Status Unfinished Save    View    Acct Total         

Order Header     Items     Accounts     Inquire     Approval

Inquire     Vendor Documents  
 Stipend Vendor: Approve as Vendor    Allow Stipend    Order: Approve    Disapprove  
 Type:    Approval Level           
 Order: COMMISSIONER, PRECINCT 1  
 Ship: COMMISSIONER, PRECINCT 1  
 Special Inst Internal: OPEN P.O FOR WIRELESS DATA CARD MIFI 2200 @ \$37.99 + \$5    View  
 Po Special Inst: A45  
 Owner:

Line No	Qty Ordered	Description	Unit Price	Final Cost
1	10	OPEN P.O FOR DATA CARD MIFI 2200 UNLIMITED DATA PLAN @ \$42.99	42.99	429.90
2	10	OPEN P.O FOR CELL PHONE SAMSUNG CONVOY FOR ON CALL EMPL @ \$39.99	39.99	399.90

Account Number	Description	Account Balance	Amount

AI#25357

DIR - SDD 604

**Audrey Ochoa**

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**From:** Gris [gris.salazar@co.hidalgo.tx.us]  
**Sent:** Wednesday, February 16, 2011 2:18 PM  
**To:** 'Audrey Ochoa'  
**Subject:** requests  
**Attachments:** Cell phone request forms w12.pdf; Cell phone request forms w13.pdf

Audrey,

Here are the two forms for one data card (w12) and one cell phone (w13). I'm still pending the original quote from Verizon but here's the information from prior quotes so you can start on the request forms and requisitions:

Data Card

Vendor: Verizon Wireless *206-5a*  
Vendor #: 287024  
Model #: MIFI 2200  
Plan: Mobile Broadband Unlimited Data Plan  
Monthly Service: \$37.99 + \$5.00 Taxes/Fees  
Equipment Cost: \$0

Cell Phone

Vendor: same *725-51*  
Vendor #: same  
Model #: Samsung Convoy  
Plan: State of TX Local Digital Choice Share 500 Anytime Unl IN&N&W  
Monthly Service: \$34.99 + \$5.00 Taxes/Fees  
Equipment Cost: \$0

Thanks!

*Griselda Guerra*  
*Administrative Assistant*  
*Hidalgo County J. T. Dept.*  
*a: (956) 292-7010 ext.6001*  
*f: (956) 318-2152*

*442 - To 532 - \$830*