WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST

County Owned Wireless Device:	**Wireless Data Device:**	**Stipend:**
□ Office Use *or* □ Individual	□ Data Card	□ Cellular Telephone $50/mo
□ Name Change	□ Blackberry	□ Data Pad $25/mo
□ Equipment Change	□ Other:	
☒ Plan Change		
□ Delete Service		

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: OFFICE USE Employee ID# N/A Signature: N/A

Department: WIC Dept#: 1292

Quantity: 1

Service: $69.99/mo (x) 5 months = 349.95 Account: 1.1292.441.00.350.001.1 -532

+ Tax $5.00/mo (x) 5 months = 30.00

Service: $_____/mo (x) ____ months = _____ Account:_____ -619/664

Requisition Total: $374.95 **Requisition Number:** 194049

STIPEND

(1) Employee: _____ Employee ID#_____ Signature:_____

Department:_____ Dept#:_____

Quantity:_____

Service: $_____/mo (x) ____ months = _____ Account:_____ -532

Total:_____

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

Norma L Longoria | Norma L. Longoria | 4/18/2011

Signature | Print Name | Date

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

[signature] | Valde Guerra | 4/19/11

Signature | Print Name | Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Nationwide Talk Unlimited Anytime Mins.
@69.99 + 5.00 = 74.99/mo for 956-720-1796

Commissioner's Court Action: **Commissioner's Court Date:** 5/3/11

□ **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.

Revised: 03/09/2011