



WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST

County Owned Wireless Device:

- Office Use or Individual
- Name Change
- Equipment Change
- Plan Change
- Delete Service

Wireless Data Device:

- Data Card
- Blackberry
- Other:

Stipend:

- Cellular Telephone \$50/mo
- Data Pad \$25/mo

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Marcelo Garza Employee ID# 103349 Signature:

Department: Hidalgo Co. Pet #3 Dept#: 123

Quantity: 1 (956) 587-2793

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

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

Requisition Total: _____ Requisition Number: _____

** Employee does not want to be taxed.*

STIPEND

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

Department: _____ Dept#: _____

Quantity: _____

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

Total: _____

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

Signature Print Name Date

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

Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: deactivate 956-587-2793

Commissioner's Court Action: _____ Commissioner's Court Date: 7/5/11

- 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/irs/article/0,,id=167154,00.html>, EXAMPLE 2.