

# WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
<b>County Owned Wireless Device:</b> <input type="checkbox"/> Office Use or <input type="checkbox"/> Individual <input type="checkbox"/> Name Change <input type="checkbox"/> Equipment Change <input type="checkbox"/> Plan Change <input checked="" type="checkbox"/> Delete Service	<b>Wireless Data Device:</b> <input type="checkbox"/> Data Card <input type="checkbox"/> Blackberry <input type="checkbox"/> Other:	<b>Stipend:</b> <input type="checkbox"/> Cellular Telephone \$50/mo <input type="checkbox"/> Data Pad \$25/mo
COUNTY OWNED WIRELESS DEVICE		
Office Use / Employee: <u>HENRY CHAVEZ</u> Employee ID# <u>088471</u> Signature:		
Department: <u>Hidalgo Co. Pot# 3</u> Dept#: <u>123</u>		
Quantity: <u>1 950-587-2141</u>		
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:  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"></div> <div style="text-align: center;"><u>Jose. m. Flores</u></div> <div style="text-align: center;"><u>7-1-2011</u></div> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>Signature</span> <span>Print Name</span> <span>Date</span> </div>		
(3) Executive Office Authorization (Commissioner's Court Departments Only):  <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> <div style="text-align: center;">_____</div> <div style="text-align: center;">_____</div> <div style="text-align: center;">_____</div> </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>Signature</span> <span>Print Name</span> <span>Date</span> </div>		
(4) IT DEPARTMENT ONLY: Service Type Codes: <u>Deactivate 950-587-2141</u>		

Commissioner's Court Action:  Approved Date: \_\_\_\_\_  Disapproved  
 Commissioner's Court Date: 7/19/11

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/fgs/article/0\\_id=167154\\_00.html](http://www.irs.gov/govt/fgs/article/0_id=167154_00.html), EXAMPLE 2