

WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
County Owned Wireless Device: <input type="checkbox"/> Office Use or <input type="checkbox"/> Individual <input type="checkbox"/> Name Change <input type="checkbox"/> Equipment Change <input checked="" type="checkbox"/> Plan Change <input type="checkbox"/> Delete Service	Wireless Data Device: <input type="checkbox"/> Data Card <input type="checkbox"/> Blackberry <input type="checkbox"/> Other:	Stipend: <input type="checkbox"/> Cellular Telephone \$50/mo <input type="checkbox"/> Data Pad \$25/mo

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Office Use Employee ID# _____ Signature: _____

Department: Elections Dept#: 130

Quantity: 85

Service: \$ 339.15 /mo (x) 12 months = 4,069.80 Account: H100-414-00-130-001-0 -532
 (.08¢ per min) → cushion = \$1,000

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

Requisition Total: \$ 5,069.80 Requisition Number: 202841

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] Yvonne Ramon 9/28/11
 Signature Print Name Date

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

[Signature] Valde Guerra 9/29/11
 Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: integrating service plan

Commissioner's Court Action: _____ Commissioner's Court Date: 10/4/11

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/irsig/article/0,,id=157154,00.html>, EXAMPLE 2.

Revised: 03/09/2011