

# 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 checked="" type="checkbox"/> Plan Change <input 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
<b>COUNTY OWNED WIRELESS DEVICE</b>		
Office Use / Employee: <u>Esther Cortez</u> Employee ID# <u>53014</u> Signature:		
Department: <u>Human Resources</u> Dept#: <u>190</u>		
Quantity: <u>1 950-330-1796</u>		
Service: \$ <u>68.69</u> /mo (x) <u>2</u> months = \$ <u>137.38</u> Account: <u>1-1100-415-50-190-002.0</u> <u>-532</u>		
Service: \$ _____/mo (x) _____ months = _____ Account: _____ -619/664		
Requisition Total: \$ <u>137.38</u> Req# Number: <u>205256</u>		
<b>STIPEND</b>		
(1) Employee: _____ Employee ID# _____ Signature: _____		
Department: _____ Dept#: _____		
Quantity: _____		
Service: \$ _____/mo (x) _____ months = _____ Account: _____ -532		
Total: _____		
(2) Elected Official/Department Head Authorization for Request:		
_____ <u>Esther A. Cortez</u> <u>09/15/11</u> Signature Print Name Date		
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
<input checked="" type="checkbox"/> <u>Valde Guerra</u> <u>09/15/11</u> Signature Print Name Date		
(4) IT DEPARTMENT ONLY:		
Service Type Codes: <u>Nothing beside Talk Unlimited \$50.00 + 17.00 CC texts</u>		

Commissioner's Court Action:  Approved Date: \_\_\_\_\_  Disapproved  
 Commissioner's Court Date: ~~10/11/11~~ 11/1/11

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/irs/irs/article0..id=167154.00.html>, EXAMPLE 2.

Revised: 03/09/2011