



# 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 checked="" 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>Carlos Perez</u> Employee ID# <u>103098</u> Signature:		
Department: <u>Justice Court 21</u> Dept#: _____		
Quantity: <u>1</u> <u>587-2833</u>		
Service: \$ _____ /mo (x) _____ months = _____ Account: _____ <u>532</u>		
Service: \$ _____ /mo (x) _____ months = _____ Account: _____ <u>619/664</u>		
Requisition Total: _____ P.O. Number: <u>648086</u>		
<b>STIPEND</b>		
(1) Employee: _____ Employee ID# _____ Signature: _____ Department: _____ Dept#: _____ Quantity: _____ Service: \$ _____ /mo (x) _____ months = _____ Account: _____ <u>532</u> Total: _____		
<b>(2) Elected Official/ Department Head Authorization for Request:</b>		
_____ Signature	<u>Ramon Ramirez</u> Print Name	<u>10/24/11</u> Date
<b>(3) Executive Office Authorization (Commissioner's Court Departments Only):</b>		
_____ Signature	<u>Valde Guerra</u> Print Name	<u>10/25/11</u> Date
<b>(4) IT DEPARTMENT ONLY:</b>		
Service Type Codes: <u>Deactivate 920-587-2833</u>		

Commissioner's Court Action: \_\_\_\_\_ Commissioner's Court Date: 11/1/11

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/irb/2010-04-06/revrul/2010150400.html> EXAMPLE 2

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<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
<b>COUNTY OWNED WIRELESS DEVICE</b>		
Office Use / Employee: <u>Ruben Salinas</u> Employee ID# <u>114546</u> Signature: <u>[Signature]</u>		
Department: <u>Coronado Pct. 3</u> Dept#: <u>293</u>		
Quantity: <u>1</u> <u>956-457-5578</u>		
Service: \$ <u>28.52</u> /mo (x) <u>1</u> months = <u>28.52</u> Account: <u>1-100-421-00-293-001-0532</u>		
Service: \$ <u>    </u> /mo (x) <u>    </u> months = <u>    </u> Account: <u>    </u> -619/664		
Requisition Total: <u>    </u> Requisition Number: <u>PO# 654908</u>		
<b>STIPEND</b>		
(1) Employee: <u>    </u> Employee ID# <u>    </u> Signature: <u>    </u>		
Department: <u>    </u> Dept#: <u>    </u>		
Quantity: <u>    </u>		
Service: \$ <u>    </u> /mo (x) <u>    </u> months = <u>    </u> Account: <u>    </u> -532		
Total: <u>    </u>		
(2) Elected Official/Department Head Authorization for Request: <u>[Signature]</u> <b>Lazaro Gallardo, Jr.</b>		
<u>[Signature]</u>	<u>Horald Sanchez</u>	<u>10-19-11</u>
Signature	Print Name	Date
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
<u>    </u>	<u>    </u>	<u>    </u>
Signature	Print Name	Date
(4) IT DEPARTMENT ONLY:		
Service Type Codes: <u>Deactivate 956-457-5578</u>		

Commissioner's Court Action:

Commissioner's Court Date: 11/1/11



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/sig/article0,,id=167154,00.html>, EXAMPLE 2.

Revised: 03/09/2011

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<b>WIRELESS DEVICE REQUEST</b>		
<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
<b>COUNTY OWNED WIRELESS DEVICE</b>		
Office Use / Employee: <u>Rodolfo Trevino</u> Employee ID# <u>192052</u> Signature: 		
Department: <u>Constable Pt 3</u> Dept#: <u>243</u>		
Quantity: <u>1 950-457-5164</u>		
Service: \$ <u>28.52</u> /mo (x) <u>1</u> months = <u>28.52</u> Account: <u>1-1100-421-00-243-001-0</u> -532		
Service: \$____/mo (x) ____ months = ____ Account: _____ -619/664		
Requisition Total: _____ Requisition Number: <u>POL 654908</u>		
<b>STIPEND</b>		
(1) Employee: _____ Employee ID# _____ Signature: _____		
Department: _____ Dept#: _____		
Quantity: _____		
Service: \$____/mo (x) ____ months = ____ Account: _____ -532		
Total: _____		
<b>(2) Elected Official/Department Head Authorization for Request:</b>		
<b>Lazaro Gallardo, Jr.</b>		
<u>Heraldo Sanchez</u> Signature	<u>Heraldo Sanchez</u> Print Name	<u>10-19-11</u> Date
<b>(3) Executive Office Authorization (Commissioner's Court Departments Only):</b>		
_____ Signature	_____ Print Name	_____ Date
<b>(4) IT DEPARTMENT ONLY:</b>		
Service Type Codes: <u>Deactivate 950-457-5164</u> 		

Commissioner's Court Action: \_\_\_\_\_ Commissioner's Court Date: 11/1/11

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/govtfsig/article0,,id=167154,00.html>, EXAMPLE 2.

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<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
<b>COUNTY OWNED WIRELESS DEVICE</b>		
Office Use / Employee: <u>Michael Zamora</u> Employee ID# <u>084821</u> Signature: <u>Mis. Zamora</u>		
Department: <u>Constable Pct 3</u> Dept#: <u>293</u>		
Quantity: <u>1</u> <u>950-457-5221</u>		
Service: \$ <u>28.52</u> /mo (x) <u>1</u> months = <u>28.52</u> Account: <u>1-1100-421-00-293-001-0-532</u>		
Service: \$ _____ /mo (x) _____ months = _____ Account: _____ -619/664		
Requisition Total: _____ Requisition Number: <u>PO# 654908</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>Heraldo Sanchez</u> Signature	<b>Lazaro Gallardo, Jr.</b> <u>Heraldo Sanchez</u> Print Name	<u>10-18-11</u> Date
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
Signature	Print Name	Date
(4) IT DEPARTMENT ONLY:		
Service Type Codes: <u>Deactivate 950-457-5221</u>		

Commissioner's Court Action: \_\_\_\_\_ Commissioner's Court Date: 11/1/11

Approved Date: \_\_\_\_\_  Disapproved

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### 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: George Luis Pena Employee ID# 065405 Signature: George Luis PenaDepartment: PCT# 4 Dept#: 124Quantity: one - 956-587-2931

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

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

Requisition Total: \_\_\_\_\_ P.O. # \_\_\_\_\_ Requisition Number: 651282

### STIPEND

(1) Employee: \_\_\_\_\_ Employee ID# \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Dept#: \_\_\_\_\_

Quantity: \_\_\_\_\_

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

Total: \_\_\_\_\_

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

Joseph Palacios      JOSEPH PALACIOS      10/24/11  
 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 956-587-2931Commissioner's Court Action: \_\_\_\_\_ Commissioner's Court Date: 11/11/11 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.



# 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: Jimmy Dale Anthony Employee ID# 170976 Signature: [Signature]

Department: Pct # 4 Dept#: 124

Quantity: one - 956-467-2617

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

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

Requisition Total: \_\_\_\_\_ P.O. Requisition Number: 651282

### 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] JOSEPH PALACIOS 10/24/11  
 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 956-467-2617 [Signature]

Commissioner's Court Action:

Commissioner's Court Date: 11/11/11

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