

 **WIRELESS DEVICE REQUEST FORM W.2011.2**

County Owned Wireless Device: <input checked="" type="checkbox"/> Office Use or <input type="checkbox"/> Individual <input type="checkbox"/> Name Change <input checked="" type="checkbox"/> Equipment Change <input type="checkbox"/> Plan Change <input type="checkbox"/> Delete Service	Wireless Data Device: <input checked="" 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
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COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Public Affairs - Office ^{USC} Employee ID# N/A Signature: N/A

Department: Public Affairs Dept#: 125

Quantity: 1

Service: ~~\$37.99~~/mo (x) 12 months = ~~\$455.88~~ Account: 2-1100-413-00-125-001-0-532

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

Requisition Total: \$ 455.88 Requisition Number: # 209533 / PO # 672535

STIPEND

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


Department: _____ Dept#: _____

Quantity: _____

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


Total: _____

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

 Valde Guerra 4/29/12

Signature Print Name Date

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

 Valde Guerra 4/27/12

Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Upgrading equipment to MIFI 4510L

Commissioner's Court Action: _____ Commissioner's Court Date: 5/29/12

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

Revised: 03/09/2011