



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: Richard Sunday Employee ID# 175781 Signature: [Signature]

Department: Facilities Msmt Dept#: 020

Quantity: 1 956-587-1610

Service: \$ 37.99 /mo (x) 5 months = 189.55 Account: 2-1100-419-40-220-001-0-532

Service: \$ 5 /mo (x) 5 months = 25.00 Account: 2-1100-419-40-220-001-0-532 619/664

Requisition Total: 230.83 Requisition Number: 009484

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] Jalde Guerra 5/16/12
Signature Print Name Date

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

[Signature] Jalde Guerra 5/16/12
Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Unlimited Data Plan

Commissioner's Court Action: _____ Commissioner's Court Date: _____

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



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COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: SE FELINO GARZA Employee ID# 144584 Signature: [Signature]
 Department: FACILITIES MGMT Dept#: 220

Quantity: 1 956-929-0433

Service: \$ 37.99 /mo (x) 12 months = 455.88 Account: 2-1100-419-40-220-001-0-532

Service: \$ 5 /mo (x) 12 months = 60 Account: 2-1100-419-40-220-001-0-532
619/664

Requisition Total: 730.83 Requisition Number: 209484

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] Valde Guerra 5/16/12
 Signature Print Name Date

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

[Signature] Valde Guerra 5/14/12
 Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Unlimited Data Plan [Signature]

Commissioner's Court Action: _____ Commissioner's Court Date: _____

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