



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# 125781 Signature:

Department: Facilities Mgmt Dept#: 020

Quantity: 1 956-587-1610

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

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

Requisition Total: _____ Requisition Number: _____

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 5/16/12
Signature Print Name Date

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

Valde Guerra 5/16/12
Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Deactivation 956-587-1610

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



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Stipend:

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COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: SPELINO GARZA Employee ID# 44581 Signature: [Signature]

Department: FACILITIES MGMT Dept#: 220

Quantity: 1 950-929-0433

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

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

Requisition Total: _____ Requisition Number: _____

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 5/16/12
Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Transfer data card to Richard Sureday
and issue new MDN.

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