

 **WIRELESS DEVICE REQUEST FORM W.2011.2**

TYPE OF REQUEST		
<b>County Owned Wireless Device:</b> <input checked="" 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 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

**COUNTY OWNED WIRELESS DEVICE**

Office Use / Employee: Office Use Employee ID# - Signature: -

Department: Const. Pct. 1 Dept#: 294

Quantity: 1

Service: \$ 37.99/mo (x) 5 months = 189.95 Account: 2-1242412-00-060-001-0-532

Service: \$ 5.00/mo (x) 5 months = 25.00 Account: 2-1242-412-00-060-001-0-532-619/664

Requisition Total: 429.90 Requisition Number: 2196605

**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] J. E. Guerra 6/1/12  
 Signature Print Name Date

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

\_\_\_\_\_  
 Signature Print Name Date

**(4) IT DEPARTMENT ONLY:**

Service Type Codes: Unlimited Mobile Broadband [Signature]

Commissioner's Court Action: \_\_\_\_\_ Commissioner's Court Date: 7/31/12

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



# 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: JOEL RIVERA Employee ID# 141275 Signature:

Department: Constable 4 Dept#: 294

Quantity: 1

Service: \$ 37.99 /mo (x) 5 months = 189.95 Account: 2-1242-412-00-000-001-0-532

Service: \$ 5.00 /mo (x) 5 months = 25.00 Account: 2-1242-412-00-000-001-0-532-619/664

Requisition Total: 429.90 Requisition Number: 2196605

## STIPEND

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

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

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

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

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

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

\_\_\_\_\_ J. E. Guerra \_\_\_\_\_ 6/1/12  
 Signature Print Name Date

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

\_\_\_\_\_  
 Signature Print Name Date

## (4) IT DEPARTMENT ONLY:

Service Type Codes: Unlimited Mobile Broadband

Commissioner's Court Action:

Commissioner's Court Date: 7/31/12

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

# Requisition

**Req # 00219665**

**PO #**

**Date: 07/18/12**

**Bill To:**   x  
                  x

**Vendor :**   287024  
VERIZON WIRELESS  
P.O. BOX 660108  
DALLAS TX 75266-0108

**Ship To:**   INFORMATION TECHNOLOGY DEPARTMENT  
100 E. CANO, 4TH FLOOR  
EDINBURG TX 78540

**Contact:**   **GRISELDA**  
                  **956-292-7010**

**Contract No:**   **DIR-SDD-1779**

**Special Instructions:**

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		CONST.PCT.4 / CC 7/31/12 / AI-33324 DO NOT DUPLICATE ORDER		
5.00	MONTH	OPEN PO FOR UNLIMITED MOBILE BROADBAND PLAN - OFFICE USE \$37.99 (service) X 5 (aug-dec 2012)= \$189.95	37.99	189.95
5.00	MONTH	TAXES AND FEES \$5.00 (t/f) X 5 (aug-dec 2012) = \$25.00	5.00	25.00
5.00	MONTH	OPEN PO FOR UNLIMITED BROADBAND PLAN - JOEL RIVERA \$37.99 (service) X 5 (aug-dec 2012)= 189.95	37.99	189.95
5.00	MONTH	TAXES AND FEES \$5.00 (t/f) X 5 (aug-dec 2012) = \$25.00	5.00	25.00
		<u>Account No</u>	<u>Encumbrance</u>	
			Freight	.00
			Total	429.90
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

**Authorized By:** \_\_\_\_\_