



# 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 checked="" 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
<b>COUNTY OWNED WIRELESS DEVICE</b>		
Office Use / Employee: <u>Charles Vela</u> Employee ID# <u>017477</u> Signature: <u>[Signature]</u>		
Department: <u>District Attorney</u> Dept#: <u>80</u>		
Quantity: <u>1</u>		
Service: \$ <u>37.99</u> /mo (x) <u>6</u> months = <u>227.94</u> Account: <u>2-1222-42 00 080 006-0 -532</u>		
Service: \$ _____ /mo (x) _____ months = _____ Account: _____ -619/664		
Requisition Total: _____ PO# <u>669085</u> Requisition Number: <u>669085</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>		
<u>[Signature]</u> Signature	<u>BOY CAZARES FOR PEPE GUERRA</u> Print Name	<u>7/6/2012</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>upgrading to 4G LTE Mobile Hotspot</u> <u>[Signature]</u>		

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



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**COUNTY OWNED WIRELESS DEVICE**

Office Use / Employee: Dale Randolph Booth Employee ID# 029783 Signature: D. Randolph Booth

Department: District Attorney Dept#: 80

Quantity: 1

Service: \$ 37.99 /mo (x) 6 months = 227.94 Account: 2-1281-412-00-080-00-2-532

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

Requisition Total: \_\_\_\_\_ Requisition Number: PO 672301

**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] ROY CHAZARES FOR RENE GUERRA 7/6/2012

Signature Print Name Date

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

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

(4) IT DEPARTMENT ONLY:

Service Type Codes: Upgrading to 4G LTE Mobile Hotspot

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



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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: Jorge Salazar Employee ID# 141917 Signature: [Signature]

Department: District Attorney Dept#: 80

Quantity: 1

Service: \$ 37.99 /mo (x) 6 months = 227.94 Account: 2-1222-11202-080-006-0-532

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

Requisition Total: \_\_\_\_\_ Requisition Number: 669085

### 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] BOY CAZARES FOR RENE GUERRA 7/6/2012  
 Signature Print Name Date

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

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

### (4) IT DEPARTMENT ONLY:

Service Type Codes: upgrading to 4G LTE Mobile Hotspot [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/lsig/article/0,,id=167154,00.html>, EXAMPLE 2.