WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST

County Owned Wireless Device:
- X Office Use *or* □ Individual
- □ Name Change
- □ Equipment Change
- □ Plan Change
- X Delete Service

Wireless Data Device:
- □ Data Card
- X Blackberry
- □ Other:

Stipend:
- □ Cellular Telephone $50/mo
- □ Data Pad $25/mo

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Office Use Employee ID# N/a Signature: N/a

Department: I.T. Dept#: 200

Quantity: 1 956-929-4978

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	Print Name	Date
	Renan Ramirez	7/25/12

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

Signature	Print Name	Date
	Valde Guerra	8-3-12

(4) IT DEPARTMENT ONLY:

Service Type Codes: Deactivate 956-929-4978

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/pub/irs-utl/w0_id=167154.00.html, EXAMPLE 2.

Revised: 03/09/2011