

Memorandum

To: Renan Ramirez-Chief Information Officer

From: Yvonne Ramon-Elections Administrator *YR*

Date: 8/29/2012

Subject: Verizon 4 Phone Lines

The Elections Department has 4 Verizon phone lines that are for office use only. The monthly charge for the 4 lines is \$139.96. PO# 668543 has been created for these expenditures. Attached you will find the Wireless Device Request Form W.2011.2.

Thank you for your continued cooperation with this matter. If you have any questions, feel free to contact me at any time (956) 318-2570.

WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
County Owned Wireless Device: <input checked="" type="checkbox"/> Office Use <i>or</i> <input type="checkbox"/> Individual <input type="checkbox"/> Name Change <input type="checkbox"/> Equipment Change <input type="checkbox"/> Plan Change <input type="checkbox"/> Delete Service	Wireless Data Device: <input type="checkbox"/> Data Card <input type="checkbox"/> Blackberry <input type="checkbox"/> Other:	Stipend: <input type="checkbox"/> Cellular Telephone \$50/mo <input type="checkbox"/> Data Pad \$25/mo

COUNTY OWNED WIRELESS DEVICE

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

Department: Elections Dept#: 130

Quantity: 4

Service: \$ 139.96 /mo (x) 12 months = 1,679.52 Account: 2-1100-414-00-130-001-0-532

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

Requisition Total: 1,679.52 Requisition Number: 208483

STIPEND

(1) Employee: _____ Employee ID# _____ Signature: _____

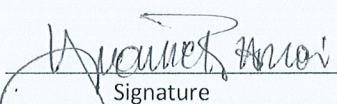
Department: _____ Dept#: _____

Quantity: _____

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

Total: _____

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


Yvonne Ramon
8/29/10
 Signature Print Name Date

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

 Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: _____

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

Elections Department
Verizon 4 Phone Lines
PO# 668543

Phone #	ESN/MEID	Order #
956-587-8464	A100001697E1CF	26209001
956-587-8465	A100001697EB7A	26209002
956-587-8466	A100001697E1CE	26209003
956-587-8467	A100001697EB7C	26209004