

WIRELESS DEVICE REQUEST FORM W 2011.2

TYPE OF REQUEST		
County Owned Wireless Device: <input type="checkbox"/> Office Use or <input type="checkbox"/> Individual <input checked="" type="checkbox"/> Name Change <input type="checkbox"/> Equipment Change <input type="checkbox"/> Plan Change <input checked="" 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: <u>MARKIN BUISSON</u> Employee ID# <u>66110</u> Signature: <u>[Signature]</u>		
Department: <u>E. F.</u> Dept#: <u>7000</u>		
Quantity: <u>1 950-518-7040</u>		
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:		
<u>[Signature]</u> Signature	<u>Raul Ramirez</u> Print Name	<u>9/27/12</u> Date
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
<u>[Signature]</u> Signature	<u>ValdeGuerra</u> Print Name	<u>9/27/12</u> Date
(4) IT DEPARTMENT ONLY:		
Service Type Codes: <u>transfer to Raul Guerra</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/stg/article/0,,id=167154,00.html>, EXAMPLE 2.

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COURTY OWNED WIRELESS DEVICE		
Office Use / Employee: <u>Rudiy Guerra</u> Employee ID# <u>189073</u> Signature: _____ Department: <u>I.T.</u> Dept#: <u>210</u> Quantity: <u>1</u> 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: <u>Rosario Rodriguez</u> Date: <u>9/21/12</u>		
(3) Executive Office Authorization (Commissioner's Court Departments Only): _____ Signature: _____ Print Name: <u>Valde Guerra</u> Date: <u>9/27/12</u>		
(4) IT DEPARTMENT ONLY: Service Type Codes: <u>Assign new cell phone number</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/isy/article/0,,id=167154,00.html>. EXAMPLE 2.