



# 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 207-0934
- Blackberry 207-5876
- Other: 207-7306
- 393-0549 225-8851
- 225-8947

**Stipend:**

- Cellular Telephone \$50/mo
- Data Pad \$25/mo

### COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Office Use Employee ID# \_\_\_\_\_ Signature: \_\_\_\_\_  
Emergency Management  
 Department: \_\_\_\_\_ Dept#: 110

Quantity: 6

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:**

A-J-L Jaime Longoria \_\_\_\_\_  
 Signature Print Name Date

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

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

**(4) IT DEPARTMENT ONLY:**Service Type Codes: Deactivate wireless service through Sprint.

Commissioner's Court Action:

Commissioner's Court Date: 11/16/12 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/irsig/article/0,,id=167154,00.html>, EXAMPLE 2.

Revised: 03/09/2011