

 **WIRELESS DEVICE REQUEST FORM W.2011.2**

TYPE OF REQUEST		
County Owned Wireless Device: <input checked="" type="checkbox"/> Office Use or Individual Name Change Equipment Change Plan Change Delete Service	Wireless Data Device: <input checked="" type="checkbox"/> Data Card 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: County Judge Dept#: 110

Quantity: 1 (415.6)310-1305

Service: \$ 37.99 /mo (x) 12 months = 455.88 Account: 3-7100-415-00-110-000-0 **532**

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

Requisition Total: \$455.88 Requisition Number: 229253

STIPEND

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

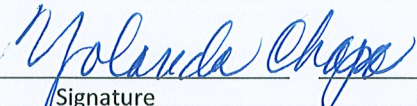
Department: _____ Dept#: _____

Quantity: _____

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

Total: _____

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

 Yolanda Chapa 1-22-13

Signature Print Name Date

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

 Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Unlimited Data Plan

Commissioner's Court Action: _____ Commissioner's Court Date: 2/5/13

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



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
- 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 Executive Office Dept#: 125

Quantity: 1 (950)310-1305

Service: \$ 319.9 /mo (x) 12 months = 455.88 Account: 3-1100-413-00-125-001-0-532

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:

Yolanda Chapa Yolanda Chapa 1-22-13
 Signature Print Name Date

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

 Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Transferring to Co. Judge Office

Commissioner's Court Action: _____ Commissioner's Court Date: 2/5/13

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