



# WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
<b>County Owned Wireless Device:</b> <input 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	<b>Wireless Data Device:</b> <input type="checkbox"/> Data Card <input type="checkbox"/> Blackberry <input type="checkbox"/> Other:	<b>Stipend:</b> <input type="checkbox"/> Cellular Telephone \$50/mo <input type="checkbox"/> Data Pad \$25/mo

**COUNTY OWNED WIRELESS DEVICE**

Office Use / Employee: Eralio Palacios Employee ID# 164313 Signature: *Eralio Palacios*

Department: Precinct No.2 Dept#: 122

Quantity: 1

Service: \$ 9.99 /mo (x) 12 months = 119.88 Account: 3-1200-431-00-122-005-0-532

Service: \$ 5.00 /mo (x) 12 months = 60.00 Account: 3-1200-431-00-122-005-0-532-619/664

Requisition Total: \$1,299.88 Requisition Number: #228256

**STIPEND**

(1) Employee: \_\_\_\_\_ Employee ID# \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Dept#: \_\_\_\_\_

Quantity: \_\_\_\_\_

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

Total: \_\_\_\_\_

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

*Hector Palacios* Hector "Tito" Palacios 1/23/2013

Signature Print Name Date

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

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

(4) IT DEPARTMENT ONLY:

Service Type Codes: Nationwide Talk Small Business Share 1400

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/isl/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: Ricardo Cuellar Employee ID# 083909 Signature: *Ricardo Cuellar*Department: Precinct No.2 Dept#: 122Quantity: 1Service: \$ 80.00 /mo (x) 12 months = 960.00 Account: 3-1200-431-00-122-005-0 -532Service: \$ 5.00 /mo (x) 12 months = 60.00 Account: 3-1200-431-00-122-005-0 -532  
619/664Requisition Total: \$1,299.88 Requisition Number: #228256

### STIPEND

(1) Employee: \_\_\_\_\_ Employee ID# \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Dept#: \_\_\_\_\_

Quantity: \_\_\_\_\_

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

Total: \_\_\_\_\_

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

*Hector Palacios*Hector "Tito" Palacios1/23/2013

Signature

Print Name

Date

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

Signature

Print Name

Date

### (4) IT DEPARTMENT ONLY:

Service Type Codes: Nationwide Talk Small Business Share 1400

Commissioner's Court Action: \_\_\_\_\_ Commissioner's Court Date: \_\_\_\_\_

 Approved Date: \_\_\_\_\_  DisapprovedCurrent 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.