



# WIRELESS DEVICE REQUEST FORM W.2011.2

|   |   |   |
|---|---|---|
| <b>County Owned Wireless Device:</b><br>Office Use or Individual<br><input type="checkbox"/> Name Change<br><input type="checkbox"/> Equipment Change<br><input type="checkbox"/> Plan Change<br><input checked="" type="checkbox"/> Delete Service | <b>TYPE OF REQUEST</b><br><b>Wireless Data Device:</b><br><input type="checkbox"/> Data Card<br><input checked="" type="checkbox"/> Blackberry<br><input type="checkbox"/> Other: | <b>Stipend:</b><br><input type="checkbox"/> Cellular Telephone \$50/mo<br><input type="checkbox"/> Data Pad \$25/mo |
| <b>COUNTY OWNED WIRELESS DEVICE</b>   |   |   |
| Office Use / Employee: <b>Office Use</b> Employee ID# <b>N/A</b> Signature: <i>HABeltran</i>  |   |   |
| Department: <b>Hidalgo County Pct 4</b> Dept#: <b>124</b>   |   |   |
| Quantity: <b>1 (956) 289-0977</b>   |   |   |
| Service: \$ /mo (x) months = \$ Account:  |   |   |
| Service: \$ /mo (x) months = \$ Account:  |   |   |
| Requisition Total: \$ Requisition Number:   |   |   |
| <b>STIPEND</b>  |   |   |
| (41) Employee: Employee ID# _____ Signature:  |   |   |
| Department: Dept#:  |   |   |
| Quantity:   |   |   |
| Service: \$ /mo (x) months = _____ Account: <input type="checkbox"/> <b>532</b>   |   |   |
| Total:  |   |   |
| <b>(42) Elected Official/Department Head Authorization for Request:</b>   |   |   |
| <i>Joseph Palacios</i><br>Signature <i>HAB</i>  | <i>Joseph Palacios</i><br>Print Name  | <i>2/27/13</i><br>Date  |
| <b>(43) Executive Office Authorization (Commissioner's Court Departments Only):</b>   |   |   |
| Signature   | Print Name  | Date  |
| <b>(44) IT DEPARTMENT</b>   |   |   |
| ONLY: Service Type Codes: <i>Deactivate 956-289-0977</i>  |   |   |

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