


# 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 checked="" 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: <u>Various Employees</u> Employee ID# _____ Signature: _____		
Department: <u>Sheriff</u> Dept#: <u>280</u>		
Quantity: <u>43</u>		
Service: \$ <u>37.99</u> /mo (x) <u>9</u> months = \$ <u>14,702.13</u> Account: <u>3-1229-421-00-280-007-0</u> <u>-532</u>		
Service: \$ _____ /mo (x) _____ months = _____ Account: _____ <u>-619/664</u>		
Requisition Total: <u>\$14,702.13</u> Requisition Number: <u>233827</u>		
STIPEND		
(1) Employee: _____ Employee ID# _____ Signature: _____		
Department: _____ Dept#: _____		
Quantity: _____		
Service: \$ _____ /mo (x) _____ months = _____ Account: _____ <u>-532</u>		
Total: _____		
(2) Elected Official/Department Head Authorization for Request:		
 Signature	<u>Rene Gonzalez</u> Print Name	<u>03/21/13</u> Date
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
_____	_____	_____
Signature	Print Name	Date
(4) IT DEPARTMENT ONLY:		
Service Type Codes: _____		

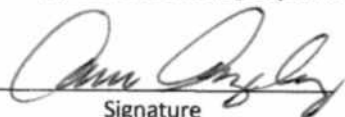
Commissioner's Court Action: \_\_\_\_\_ Commissioner's Court Date: \_\_\_\_\_

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.



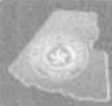
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COUNTY OWNED WIRELESS DEVICE		
Office Use / Employee: <u>Various Employees</u> Employee ID# _____ Signature: _____		
Department: <u>Sheriff</u> Dept#: <u>280</u>		
Quantity: <u>7</u>		
Service: \$ <u>53.19</u> /mo (x) <u>9</u> months = <u>\$3,350.97</u> Account: <u>3-1229-421-00-280-007-0</u> -532		
Service: \$ _____ /mo (x) _____ months = _____ Account: _____ -619/664		
Requisition Total: <u>\$3,350.97</u> Requisition Number: <u>233827</u>		
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>Rene Gonzalez</u>	<u>03/21/13</u>
Signature	Print Name	Date
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
_____	_____	_____
Signature	Print Name	Date
(4) IT DEPARTMENT ONLY:		
Service Type Codes: _____		

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.



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### 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: Various Employees Employee ID# \_\_\_\_\_ Signature: \_\_\_\_\_Department: Sheriff Dept#: 280Quantity: 67Service: \$10.00 /mo (x) 9 months = \$6,030.00 Account: 3-1229-421-00-280-007-0 -532Service: \$ \_\_\_\_\_ /mo (x) \_\_\_\_\_ months = \_\_\_\_\_ Account: \_\_\_\_\_ -619/664Requisition Total: \$6,030.00 Requisition Number: 233827

### STIPEND

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

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

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

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

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

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

Rene Gonzalez  
Print Name03/21/13  
Date

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

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

### (4) IT DEPARTMENT ONLY:

Service Type Codes: \_\_\_\_\_


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



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COUNTY OWNED WIRELESS DEVICE		
Office Use / Employee: <u>Various Employees</u> Employee ID# _____ Signature: _____		
Department: <u>Sheriff</u> Dept#: <u>280</u>		
Quantity: <u>17</u>		
Service: \$ <u>45.59</u> /mo (x) <u>9</u> months = \$ <u>6,975.27</u> Account: <u>2-1229-421-00-280-007-0</u> <u>-532</u>		
Service: \$ _____ /mo (x) _____ months = _____ Account: _____ <u>-619/664</u>		
Requisition Total: <u>\$6,975.27</u> Requisition Number: <u>233827</u>		
STIPEND		
(1) Employee: _____ Employee ID# _____ Signature: _____		
Department: _____ Dept#: _____		
Quantity: _____		
Service: \$ _____ /mo (x) _____ months = _____ Account: _____ <u>-532</u>		
Total: _____		
(2) Elected Official/Department Head Authorization for Request:		
	<u>Rene Gonzalez</u>	<u>03/21/13</u>
Signature	Print Name	Date
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
_____	_____	_____
Signature	Print Name	Date
(4) IT DEPARTMENT ONLY:		
Service Type Codes: _____		

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

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