



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: Phone 4

Stipend:

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

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Esther A. Cortez Employee ID# 053074 Signature:

Department: Human Resources Dept#: 190

Quantity: 1 330-1796

Service: \$ 100.09 /mo (x) 7 months = 700.63 Account: 3-1100-415-50-190-002-0-532

Service: \$ 500 /mo (x) 7 months = 3500 Account: 3-1100-415-50-190-002-0-532

Requisition Total: \$ 735.63 Requisition Number: 235886

STIPEND

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

Department: _____ Dept#: _____

Quantity: _____

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

Total: _____

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

Esther A. Cortez 5/3/2013
Signature Print Name Date

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

Valde Guerra 5/3/13
Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Nationwide Talk & Text & Data Intl. Mins @ \$ 100.09
+ 5.00 taxes & fees.

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.

Requisition

Req # 00235886

PO #

Date: 05/01/13

Bill To: x
x

Vendor : 287024
VERIZON WIRELESS
P.O. BOX 660108
DALLAS TX 75266-0108

Ship To: HUMAN RESOURCES/CIVIL SERVICE
1615 SOUTH CLOSNER, STE F
EDINBURG TX 78539

Contact: Nereida Garza
956-318-2660

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		STATE OF TEXAS DIR CONTRACT NO. DIR-SDD-1779 DO NOT DUPLICATE ORDER		
7.00	MONTH	Nationwide Talk & Text & Data Unl. Anytime Mins. Verizon phone service 100.09 x 7(June-Dec.2013) = \$700.63	100.09	700.63
7.00	MONTH	taxes and fees	5.00	35.00
		Account No	Encumbrance	
		3-1100-415-50-190-002-0-532	735.63	
			Freight	.00
			Total	735.63
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____