

# 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 checked="" type="checkbox"/> Delete Service	<b>Wireless Data Device:</b> <input type="checkbox"/> Data Card <input type="checkbox"/> Blackberry <input type="checkbox"/> Other: <span style="font-size: 1.2em; color: blue;">Cell Phone- Go kit</span>	<b>Stipend:</b> <input type="checkbox"/> Cellular Telephone \$50/mo <input type="checkbox"/> Data Pad \$25/mo
COUNTY OWNED WIRELESS DEVICE		
Office Use / Employee: <span style="font-size: 1.2em; color: blue;">Office Use</span> Employee ID# _____ Signature: _____ Department: <span style="font-size: 1.2em; color: blue;">Emergency Management</span> Dept#: <span style="font-size: 1.2em; color: blue;">110</span>		
Quantity: <span style="font-size: 1.2em; color: blue;">30</span>		
Service: \$ <span style="font-size: 1.2em; color: blue;">19320</span> /mo (x) <span style="font-size: 1.2em; color: blue;">5</span> months = <span style="font-size: 1.2em; color: blue;">966.00</span> Account: <span style="font-size: 1.2em; color: blue;">31100-429-00-110-075-0</span> -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:		
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">                       Signature                 </div> <div style="text-align: center;"> <span style="font-size: 1.2em; color: blue;">Oscar Montoya</span>                      Print Name                 </div> <div style="text-align: center;"> <span style="font-size: 1.2em; color: blue;">5/24/13</span>                      Date                 </div> </div>		
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">                     _____                      Signature                 </div> <div style="text-align: center;">                     _____                      Print Name                 </div> <div style="text-align: center;">                     _____                      Date                 </div> </div>		
(4) IT DEPARTMENT ONLY:		
Service Type Codes: <span style="font-size: 1.2em; color: blue;">deactivation of 30 Go-kits</span>		

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

