

# **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 checked="" 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:	<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>Jaime Buerra</u> Employee ID# <u>128295</u> Signature: <u>[Signature]</u> Department: <u>Pct 4(1)</u> Dept#: <u>124</u> Quantity: <u>279-5789</u> Service: \$ <u>34.99</u> /mo (x) <u>12</u> months = \$ <u>419.88</u> Account: <u>3-1200-431-00-124-001-0532</u> Service: \$ _____/mo (x) _____ months = _____ Account: _____ -619/664 P.O. Requisition Total: \$ <u>5,458.68</u> P.O. Requisition Number: <u>687203</u>		
STIPEND		
(1) Employee: _____ Employee ID# _____ Signature: _____ Department: _____ Dept#: _____ Quantity: _____ Service: \$ _____/mo (x) _____ months = _____ Account: _____ -532 Total: _____		
<b>(2) Elected Official/Department Head Authorization for Request:</b> <u>[Signature]</u> <u>Joseph Palacios</u> <u>Joseph Palacios</u> <u>8/6/13</u> Signature Print Name Date		
<b>(3) Executive Office Authorization (Commissioner's Court Departments Only):</b> _____ Signature Print Name Date		
<b>(4) IT DEPARTMENT ONLY:</b> Service Type Codes: <u>Name Change</u>		

**Commissioner's Court Action:**  Approved  Disapproved  
**Commissioner's Court Date:** \_\_\_\_\_  
 Approved Date: \_\_\_\_\_

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



# WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
<b>County Owned Wireless Device:</b> <input checked="" type="checkbox"/> Office Use <i>or</i> <input type="checkbox"/> Individual <input checked="" 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: Office Use Employee ID# N/A Signature: Blonia J. Beltran

Department: Pct 4 Dept#: 124

Quantity: 279-5789

Service: \$ 34.99 /mo (x) 12 months = \$419.88 Account: 3-1200-431-00-124-009-0-532

Service: \$ \_\_\_\_\_ /mo (x) \_\_\_\_\_ months = \_\_\_\_\_ Account: \_\_\_\_\_ -619/664

Requisition Total: \$5,458.68 Requisition Number: 687203

**STIPEND**

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

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

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

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

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

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

Joseph Palacios Joseph Palacios 8/6/13  
 Signature hms Print Name Date

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

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

(4) IT DEPARTMENT ONLY:

Service Type Codes: Name Change to Office Use

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.



# 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: Juan Roberto Garcia Employee ID# 176245 Signature: [Signature]

Department: Pct 4 (DJP) Dept#: 124

Quantity: 648-8733

Service: \$ 34.99 /mo (x) 12 months = \$419.88 Account: 3-1200-431-00-124-007-0 -532

Service: \$ \_\_\_\_\_ /mo (x) \_\_\_\_\_ months = \_\_\_\_\_ Account: \_\_\_\_\_ -619/664

Requisition Total: P.O. \$5,458.68 Requisition Number: P.O. 687203

### STIPEND

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

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

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

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

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

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

Joseph Palacios Joseph Palacios 8/6/13  
Signature MB Print Name Date

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

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

### (4) IT DEPARTMENT ONLY:

Service Type Codes: Name Change

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.



# WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
<b>County Owned Wireless Device:</b> <input checked="" type="checkbox"/> Office Use or <input type="checkbox"/> Individual <input checked="" 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: Office Use Employee ID# N/A Signature: Blair A. Beltraw  
 Department: Pct 4 Dept#: 124

Quantity: 648-8733

Service: \$ 34.99/mo (x) 12 months = \$ 419.88 Account: 3-1200-431-00-124-007-0-532

Service: \$ \_\_\_\_\_/mo (x) \_\_\_\_\_ months = \_\_\_\_\_ Account: \_\_\_\_\_ -619/664

Requestion Total: P.O. \$5,458.68 Requestion Number: P.O. 687203

**STIPEND**

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

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

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

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

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

Joseph Palacios Joseph Palacios 8/6/13  
 Signature MB Print Name Date

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

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

(4) IT DEPARTMENT ONLY:

Service Type Codes: Name Change to Office Use

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.