



WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
County Owned Wireless Device: <input type="checkbox"/> Office Use or <input type="checkbox"/> Individual <input type="checkbox"/> Name Change <input type="checkbox"/> Equipment Change <input type="checkbox"/> Plan Change <input type="checkbox"/> Delete Service	Wireless Data Device: <input checked="" type="checkbox"/> Data Card <input type="checkbox"/> Blackberry <input type="checkbox"/> Other:	Stipend: <input type="checkbox"/> Cellular Telephone \$50/mo <input type="checkbox"/> Data Pad \$25/mo

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Sulema Carrazos Employee ID# 187305 Signature: Sulema Carrazos

Department: Fire Marshal's Office Dept#: 300

Quantity: 1

Service: \$ 37.99 /mo (x) 10 months = \$ 379.90 Account: 4-1100-422-10-300-001-0-532

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

Requisition Total: \$ 9,397.100 Requisition Number: 249780

STIPEND

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

Department: _____ Dept#: _____

Quantity: _____

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

Total: _____

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

[Signature] Juan Martinez 2/6/14

Signature Print Name Date

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

 Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: 4G Mobile Broadband Int.

Commissioner's Court Action: _____ Commissioner's Court Date: 3/11/14

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/qa/tfslq/article.0..id=167164.00.html> EXAMPLE 2



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COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: John D. Franz Employee ID# 201073 Signature: J. P. Franz
 Department: Fire Marshal's Office Dept#: 300

Quantity: 1

Service: \$ 74.98 /mo (x) 10 months = 749.80 Account: 4-1100-422-10-300-001-0 -532
 Service: \$ 5.00 /mo (x) 10 months = 50.00 Account: 4-1100-422-10-300-001-0-532 -619/664

Requisition Total: 9,397.00 Requisition Number: 249780

STIPEND

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

Quantity: _____

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

Total: _____

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

[Signature] Juan Martinez 2/6/14
 Signature Print Name Date

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

 Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: America's Choice II 1000 Share Email 7 Data+ Un-txs

Commissioner's Court Action: _____ Commissioner's Court Date: 3/11/14

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/ufsig/article0..id=167154.00.html>, EXAMPLE 2

Revised 03/09/2011



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COUNTY OWNED WIRELESS DEVICE		
Office Use / Employee:	<u>Victor Ramirez</u>	Employee ID# <u>201103</u> Signature <u>[Signature]</u>
Department:	<u>Fire Marshal's Office</u>	Dept#: <u>300</u>
Quantity:	<u>1</u>	
Service: \$ <u>74.98</u> /mo (x) <u>10</u> months = <u>749.80</u>	Account: <u>4-1100-422-10-300-001-0-532</u>	
Service: \$ <u>5.00</u> /mo (x) <u>10</u> months = <u>50.00</u>	Account: <u>4-1100-422-10-300-001-0-532-619/664</u>	
Requisition Total: <u>\$9,397.60</u>	Requisition Number: <u>249780</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>[Signature]</u>	<u>Juan Martinez</u>	<u>2/6/14</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: <u>America's Choice II 1000 Share Email 7 Data + Unt. Text</u>		

Commissioner's Court Action:

Commissioner's Court Date: 3/11/14

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

Requisition

Req # 00249780

PO #

Date: 01/13/14

Bill To: x
x

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

Ship To: FIRE MARSHAL
1124 NORTH "M" RD.
EDINBURG TX 78542

Contact: SULEMA
956-318-2656

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
10.00	MONTH	CONTRACT: DIR-SDD-1779 DO NOT DUPLICATE ORDER 4G UNLIMITED MOBILE BROADBAND PLAN (BGSA 666) 4 USB DATA CARDS & 6 MIFI DATA CARDS @ \$37.99 EACH	379.90	3,799.00
10.00	MONTH	FOR 1 NEW MIFI ACTIVATION: SERVICE FOR MARCH 2014-DECEMBER 2014 AMERICAS CHOICE II 1000 SHARE EMAIL 7 DATA-N&W + TXT-IN UNLIMITED (ADD UNLIMITED TEXT CODE) @ \$74.98 EACH LINE JUAN MARTINEZ 956-239-1180 WESLEY BRADLEY 956-393-1848 TOMMY URESTE 956-227-7024 VICTOR RAMIREZ 956-289-3857 ERIC SANCHEZ 956-289-3873 NEW EMPLOYEE (PHONE NUMBER NOT AVAILABLE YET) NEW EMPLOYEE (PHONE NUMBER NOT AVAILABLE YET)	524.86	5,248.60
10.00	MONTH	FOR 2 NEW PHONE ACTIVATIONS: SERVICE MARCH 2014-DECEMBER 2014 FEES & SURCHARGES (PHONE & TEXT PLAN) @ \$5.00 PER LINE FOR 2 NEW SERVICE ACTIVATIONS: SERVICE MARCH 2014-DECEMBER 2014 <u>Account No</u> 4-1100-422-10-300-001-0-532	35.00	350.00
			<u>Encumbrance</u>	
			9,397.60	
			Freight	.00
			Total	9,397.60
REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233				

Authorized By: _____

01/13/14