



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: Auditor's Office Employee ID# _____ Signature: _____Department: Auditor's Office Dept#: 170Quantity: 2 (956-584-2852 and 956-358-1076)Service: \$ 37.99 /mo (x) 12 months = \$ 455.88 Account: 4-1100-415-21-170-001-0 -532Service: \$ 37.99 /mo (x) 12 months = \$ 455.88 Account: 4-1100-415-21-170-001-0-532 ~~518/566~~Requisition Total: \$911.76 Requisition Number: 248904 / PO 704319

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

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