

# WIRELESS DEVICE REQUEST FORM W.2011.2

	TYPE OF REQUEST	
<b>County Owned Wireless Device:</b> <input type="checkbox"/> Office Use or <input type="checkbox"/> Individual <input type="checkbox"/> Name Change <input checked="" type="checkbox"/> Equipment Change <input checked="" type="checkbox"/> Plan Change—Upgrade <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
<b>COUNTY OWNED WIRELESS DEVICE</b> (956) 515-6860 (VERIZON)		
Office Use / Employee: <u>Arturo A. Hernandez</u> Employee ID# <u>180181</u> Signature:		
Department: <u>Planning Dept.</u> Dept#: <u>210</u>		
Quantity: <u>8</u>		
Service: \$ <u>100.09</u> /mo (x) <u>8</u> months = \$ <u>800.72</u> Account: <u>4-1100-419-10-210-001-0-532</u>		
Service: \$ <u>5.00</u> /mo (x) <u>8</u> months = \$ <u>40.00</u> Account: <u>4-1100-419-10-210-001-0-619/664</u>		
Requisition Total: \$ <u>5,543.28</u> Requisition Number: <u>249385 (PO #704678)</u>		
<b>STIPEND</b>		
(1) Employee: _____ Employee ID# _____ Signature: _____		
Department: _____ Dept#: _____		
Quantity: _____		
Service: \$ _____/mo (x) _____ months = _____ Account: _____ -532		
Total: _____		
(2) Elected Official/Department Head Authorization for Request:		
	<u>Tomas J. Arredondo</u>	<u>3-25-14</u>
Signature	Print Name	Date
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
	<u>Valde Guerra</u>	<u>3/26/14</u>
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/istg/article0,,id=167154,00.html>, EXAMPLE 2.

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TYPE OF REQUEST		
<b>County Owned Wireless Device:</b> <input type="checkbox"/> Office Use or <input type="checkbox"/> Individual <input type="checkbox"/> Name Change <input checked="" type="checkbox"/> Equipment Change-Downgrade <input checked="" 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
<b>COUNTY OWNED WIRELESS DEVICE</b> (956) 483-5638 (VERIZON)		
Office Use / Employee: <u>Tomas J. Arredondo</u> Employee ID# <u>105899</u> Signature:		
Department: <u>Planning</u> Dept#: <u>210</u>		
Quantity: <u>8</u>		
Service: \$ <u>72.89</u> /mo (x) <u>8</u> months = \$ <u>583.12</u> Account: <u>4-1100-419-10-210-001-0-532</u>		
Service: \$ <u>5.00</u> /mo (x) <u>8</u> months = \$ <u>40.00</u> Account: <u>4-1100-419-10-210-001-0-619/664</u>		
Requisition Total: <u>\$5,543.28</u> Requisition Number: <u>249385 (PO #704678)</u>		
<b>STIPEND</b>		
(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>Tomas J. Arredondo</u>	<u>3-25-14</u>
Signature	Print Name	Date
<b>(3) Executive Office Authorization (Commissioner's Court Departments Only):</b>		
	<u>Valde Guerra</u>	<u>3/26/14</u>
Signature	Print Name	Date
<b>(4) IT DEPARTMENT ONLY:</b>		
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/lsig/article/0,,id=167154,00.html>, EXAMPLE 2.