

WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
County Owned Wireless Device: <input type="checkbox"/> Office Use or <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Name Change <input type="checkbox"/> Equipment Change <input checked="" type="checkbox"/> Plan Change <input type="checkbox"/> Delete Service	Wireless Data Device: <input 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: Esther A. Cortez Employee ID# 053074 Signature:

Department: Human Resources Dept#: 190-002

Quantity: 1 950330-1796

Service: \$115.49/mo (x) 4 months = \$481.96 Account: 4-1100-415-50-190-002-0 -532

Service: \$5.00/mo (x) 4 months = 20.00 Account: 4-1100-415-50-190-002-0 -532
619/664

Requisition Total: \$ 481.96 Requisition Number: 259089

STIPEND

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

Department: _____ Dept#: _____

Quantity: _____

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

Total: _____

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

John A. Cortez Esther A. Cortez 6/23/2014
 Signature Print Name Date

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

Valde Guerra 6/23/14
 Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Nationwide Intl. Airtime Mms, Email & Data + Messaging @ \$115.49

Commissioner's Court Action: Approved Date: _____ Disapproved

Commissioner's Court Date: 7/8/14

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/isl/article/0,,id=107164,00.html>, EXAMPLE 2.

Revised: 03/09/2011

Requisition

Req # 00259089

PO # 710976

Date: 06/20/14

Bill To: x
x

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

Ship To: HUMAN RESOURCES/CIVIL SERVICE
208 WEST CANO STREET
EDINBURG TX 78539

Contact:

Contract No: DIR-SSD-1779

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		Contract # DIR-SSD-1779 DO NOT DUPLICATE ORDER		
4.00	MONTH	CO Nationwide Unlimited Anytime mins Email & data-messaging @ \$115.49 (July thru December 2014) for Esther A. Cortez NIGP Code: 91575 Contract # DIR-SSD-1779	115.49	461.96
4.00	MONTH	CO taxes and fees	5.00	20.00
		Account No _____	<u>Encumbrance</u>	
		4-1100-415-50-190-002-0-532	481.96	
			Freight	.00
			Total	481.96
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____