

WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
County Owned Wireless Device: <input checked="" 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: Office Use Employee ID# _____ Signature: _____
 Department: I.T. Dept#: 200
 Quantity: 1
 Service: \$ 37.99 /mo (x) 11 months = 417.89 Account: 5-1100-415-00-200-001-0 -532
 Service: \$ _____ /mo (x) _____ months = _____ Account: _____ -619/664
 Requisition Total: 417.89 Requisition Number: 269946

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 Renan Ramirez Print Name 1/16/15 Date

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

 Signature Valde Guerra Print Name 1/16/15 Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Unlimited Data Plan @ \$37.99 month.

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/islq/article0,,id=167154,00.html>, EXAMPLE 2.

Revised: 03/09/2011