# WIRELESS DEVICE REQUEST FORM W.2011.2

**TYPE OF REQUEST**

| County Owned Wireless Device: | Wireless Data Device: | Stipend: |
|---|---|---|
| ☑ Office Use *or* ☐ Individual | ☑ Data Card | ☐ Cellular Telephone $50/mo |
| ☐ Name Change | ☐ Blackberry | ☐ Data Pad $25/mo |
| ☐ Equipment Change | ☐ Other: | |
| ☐ Plan Change | | |
| ☐ Delete Service | | |

**COUNTY OWNED WIRELESS DEVICE**

Office Use / Employee: Office Use Employee ID#_____ Signature:_____

Department: District Attorney's Dept#: 080-002

Quantity: 1

Service: $ 37.99 /mo (x) 2 months = $ 75.98 Account: 5.1100.412.00.080.002.0 -532

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

Requisition Total: $75.98 Requisition Number: 286775

**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 |
|---|---|---|
| [signature] | Ricardo Rodriguez, JR. | 10/30/15 |

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

| Signature | Print Name | Date |
|---|---|---|
| | | |

(4) IT DEPARTMENT ONLY:

Service Type Codes: Mobile Broadband Unlimited Data @ 37.99/mo.

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/fslg/article/0,,id=167154,00.html, EXAMPLE 2.*

Revised: 03/09/2011