

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 checked="" type="checkbox"/> Equipment Change <input type="checkbox"/> Plan Change <i>\$no fee</i> <input type="checkbox"/> Delete Service <i>upgrade on day</i> | 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: <u>Office Use</u> Employee ID# <u>1112</u> Signature: <u>[Signature]</u> | | |
| Department: <u>Purchasing</u> Dept#: <u>160</u> 956-457-1132 | | |
| Quantity: <u>1</u> | | |
| Service: \$ /mo (x) months = Account: <u>6-1100-415-18-160-001-0</u> 532 | | |
| Service: \$ /mo (x) months = Account: <u>6-1100-415-18-160-001-0</u> 619/664 | | |
| Requisition Total: Requisition Number: | | |
| STIPEND | | |
| (1) Employee: Employee ID# Signature: | | |
| Department: Dept#: | | |
| Quantity: | | |
| Service: \$ /mo (x) months = Account: 532 | | |
| Total: | | |
| (2) Elected Official/Department Head Authorization for Request: | | |
| <u>[Signature]</u> Signature | <u>Martha Salazar</u> Print Name | <u>July 27, 2016</u> Date |
| (3) Executive Office Authorization (Commissioner's Court Departments Only): | | |
| <u>[Signature]</u> Signature | <u>Valde Guerra</u> Print Name | <u>8/2/16</u> Date |
| (4) IT DEPARTMENT ONLY: | | |
| Service Type Codes: <u>Upgrade Equipment to Wireless Device</u> | | |

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

WIRELESS DEVICE REQUEST FORM W.2011.2

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|---|--|---|
| County Owned Wireless Device: <input checked="" type="checkbox"/> Office Use <i>or</i> <input type="checkbox"/> Individual <input type="checkbox"/> Name Change <input checked="" type="checkbox"/> Equipment Change <input 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: Office Use Employee ID#: _____ Signature: _____

Department: Purchasing Dept#: 160 956-289-0752

Quantity: 1

Service: \$ _____ /mo (x) _____ months = Account: 6-1100-415-18-160-001-0 532

Service: \$ _____ /mo (x) _____ months = Account: 6-1100-415-18-160-001-0 619/664

Requisition Total: _____ Requisition Number: _____

STIPEND

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

Department: _____ Dept#: _____

Quantity: _____

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

Total: _____

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

Martha Salazar Martha Salazar July 27, 2016

Signature Print Name Date

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

[Signature] Valde Guerra 8/2/16

Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: DATA CARD

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/sg/article/0,,id=167164,00.html>, EXAMPLE 2.

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| County Owned Wireless Device: <input checked="" type="checkbox"/> Office Use or <input type="checkbox"/> Individual <input type="checkbox"/> Name Change <input checked="" type="checkbox"/> Equipment Change <input type="checkbox"/> Plan Change <i>*no fee</i> <input type="checkbox"/> Delete Service <i>upgrade only</i> | 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: <u>Office Use</u> Employee ID# _____ Signature: _____ | | |
| Department: <u>Purchasing</u> Dept#: <u>160</u> 956-515-8976 | | |
| Quantity: <u>1</u> | | |
| Service: \$ _____ /mo (x) _____ months = _____ Account: <u>6-1100-415-18-160-001-0</u> 532 | | |
| Service: \$ _____ /mo (x) _____ months = _____ Account: <u>6-1100-415-18-160-001-0</u> 619/664 | | |
| Requisition Total: _____ Requisition Number: _____ | | |
| STIPEND | | |
| (1) Employee: _____ Employee ID# _____ Signature: _____ | | |
| Department: _____ Dept#: _____ | | |
| Quantity: _____ | | |
| Service: \$ _____ /mo (x) _____ months = _____ Account: _____ 532 | | |
| Total: _____ | | |
| (2) Elected Official/Department Head Authorization for Request: | | |
| <i>Martha Salazar</i> Signature | <u>Martha Salazar</u> Print Name | <u>July 27, 2016</u> Date |
| (3) Executive Office Authorization (Commissioner's Court Departments Only): | | |
| <i>Valde Guerra</i> Signature | <u>Valde Guerra</u> Print Name | <u>8/2/16</u> Date |
| (4) IT DEPARTMENT ONLY: | | |
| Service Type Codes: <u>Various equipment to replace T-Mobile</u> <u>@ \$1,000</u> | | |

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