



Revised #

WIRELESS DEVICE REQUEST FORM W.2011.2

County Owned Wireless Device: <input 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	TYPE OF REQUEST Wireless Data Device: Data Card Blackberry XOther: GPS	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# N/A
Department: Executive Office for Elections Dept #125		Signature: N/A
① / Fac. Mgmt. ②		
Quantity: 3 units		
Service: \$ 5.00/mo x 12 months = 60.00		
Service: \$ 7.00/mo (x) 12 months = 84.00		Account: 7-1100-413-00-125-001-0-532 ✓
Requisition Total: \$ 136.00 May-Dec (8) months		Requisition Number: 340618
STIPEND		
(1) Employee:	Employee ID#	Signature:
Department:		
Dept#		
Quantity:		
Service: \$ /mo (x) months =		Account: -532
Total:		
(2) Elected Official/Department Head Authorization for Request:		
		4/19/17
Print Name: Valde Guerra		Date
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
		Valde Guerra
Signature		Print Name
(4) IT DEPARTMENT ONLY:		
Service Type Codes:		

Commissioner's Court Action:

Commissioner's Court Date: 5/2/17

Approved Date: _____

Disapproved

A# 59479

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/pub/irs-soi/04/16716400.html>, EXAMPLE 2.