

WIRELESS DEVICE REQUEST FORM W.2011.2

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	TYPE OF REQUEST Wireless Data Device: Data Card Blackberry Other: Mobile Broadband	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 Signature: N/A
Department: Executive Office		
Quantity: 1		
Service: \$		
Service: \$ 37.99/mo (x) 6months = 227.94 Account: 8-1100-413-00-125-001-0-532		
Requisition Total: \$ 227.94		Requisition Number: 374734
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>Monica Salinas</i>	Monica Salinas	6/28/18
Signature	Print Name	Date
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
<i>M Salinas for V. Guerra</i>	V. Guerra	
Signature	Print Name	
(4) IT DEPARTMENT ONLY:		
Service Type Codes: Mobile Broadband Unit @ \$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/fsla/article/0,,id=167154,00.html>, EXAMPLE 2.