WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST

County Owned Wireless Device:
- ☑ Office Use *or* ☐ Individual
- ☐ Name Change
- ☐ Equipment Change
- ☐ Plan Change
- ☐ Delete Service

Wireless Data Device:
- ☐ Data Card
- ☐ Blackberry
- ☑ Other: iPhones

Stipend:
- ☐ Cellular Telephone $50/mo
- ☐ Data Pad $25/mo

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Office Use Employee ID# n/a Signature: n/a

Department: County Judge Dept#: _____

Quantity: 4

Service: $297.96/mo (x) 1 months = 297.96 Account: _____-532

Service: $20.00/mo (x) 1 months = 20.00 Account: _____-532 ~~619/664~~

Requisition Total: 299.96 **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:

Signature _____ Print Name _____ Date _____

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

Signature _____ Print Name _____ Date _____

(4) IT DEPARTMENT ONLY:

Service Type Codes: Nationwide Unl. Mns. Email & Data Unl. + MMS N&W/M2M/LISG Unl. @ $69.99 + 5.00 each per 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/fslg/article/0,,id=167154,00.html, EXAMPLE 2.

Revised: 03/09/2011