

# WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
<b>County Owned Wireless Device:</b> <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 checked="" type="checkbox"/> Delete Service	<b>Wireless Data Device:</b> <input checked="" type="checkbox"/> Data Card <input type="checkbox"/> Blackberry <input type="checkbox"/> Other:	<b>Stipend:</b> <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# NA Signature: n/a

Department: Precinct #4 Dept#: 124

Quantity: 1

Service: \$ 37.99/mo (x) 3 months = \$113.97 Account: 9-1200-431-00-124-007-0 -532

Service: \$ \_\_\_\_\_/mo (x) \_\_\_\_\_ months = \_\_\_\_\_ Account: \_\_\_\_\_ -619/664

Requisition Total: \$2,039.58 Requisition Number: 384052/ 791299

**STIPEND**

(1) Employee: \_\_\_\_\_ Employee ID# \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Dept#: \_\_\_\_\_

Quantity: \_\_\_\_\_

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

Total: \_\_\_\_\_

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

Ellie Torres Commissioner Ellie Torres 10/09/19

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

(4) IT DEPARTMENT ONLY:

Service Type Codes: Deactivate service for 956-578-3164

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