

WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
County Owned Wireless Device: <input type="checkbox"/> Office Use or <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Name Change <input 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 checked="" type="checkbox"/> Other: iPhone XR \$39.99/mo	Stipend: <input type="checkbox"/> Cellular Telephone \$50/mo <input type="checkbox"/> Data Pad \$25/mo

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Laura Hinojosa Employee ID# 152692 Signature: Laura Hinojosa

Department: District Clerk Dept#: 090

Quantity: 1

Service: \$ 39.99 /mo (x) 11 months = \$ 439.89 Account: 0-1100-412-00-090-001-0 -532

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

Requisition Total: \$439.89 Requisition Number: 408564

STIPEND

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

Department: _____ Dept#: _____

Quantity: _____

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

Total: _____


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

Laura Hinojosa Laura Hinojosa 01/23/2020
 Signature Print Name Date

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

 Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: 4G Custom Nationwide Unl. Min. +MSG Unl. + Email & Data Unl. @ 39.99/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.

Requisition

Req # 00408564

PO # 811347

Date: 01/17/20

Bill To:

Vendor : 287024
 VERIZON WIRELESS
 P.O. BOX 660108
 DALLAS TX 75266-0108

Ship To: DISTRICT CLERK
 100 N. CLOSNER, 1ST FL
 EDINBURG TX 78539

Contact: Stephanie
 956-318-2200

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		STATE OF TEXAS DIR CONTRACT NO. DIR-TSO-3415 CONTRACT EXPIRES 04/27/20 CELL PHONE SERVICE FOR LAURA HINOJOSA, DISTRICT CLERK (VERIZON ACCOUNT #) CC APPROVAL ON: AI-		
		DO NOT DUPLICATE ORDER		
4.00	MONTH	CO RATE PLAN NON SHARE - NATIONWIDE UNLIMITED MINS + MSG UNL + EMAIL & DATA UNL (DISCOUNTED MONTHLY ACCESS \$39.99) (FEBRUARY 2020-DECEMBER 2020)	39.99	159.96
1.00	EACH	CO QUARTERLY DEVICE PROMOTIONS IPHONE XR 64GB	.00	.00
1.00	EACH	EX 4Q19 BUSINESS BILL INCENTIVE CREDIT (BIC) PROMOTIONS	.00	.00
		Account No	<u>Encumbrance</u>	
		0-1100-412-00-090-001-0-532	159.96	
			Freight	.00
			Total	159.96

Authorized By: _____