




# WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
<b>County Owned Wireless Device:</b> <input checked="" type="checkbox"/> Office Use <i>or</i> <input type="checkbox"/> Individual <input type="checkbox"/> Name Change <input type="checkbox"/> Equipment Change <input type="checkbox"/> Plan Change <input 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: <u>County Judge</u> Employee ID# _____ Signature: _____ Department: <u>County Judge</u> Dept#: <u>110</u> Quantity: <u>10</u> Service: \$ <u>379.90</u> /mo (x) <u>2</u> months = <u>\$759.80</u> Account: <u>0-1100-413-00-110-006-0</u> -532 Service: \$ _____ /mo (x) _____ months = _____ Account: _____ -619/664 <b>Requisition Total:</b> <u>\$759.80</u> <b>Requisition Number:</b> <u>412530</u>		
STIPEND		
(1) Employee: _____ Employee ID# _____ Signature: _____ Department: _____ Dept#: _____ Quantity: _____ Service: \$ _____ /mo (x) _____ months = _____ Account: _____ -532 <b>Total:</b> _____		
(2) Elected Official/Department Head Authorization for Request:		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">             _____            Signature         </div> <div style="text-align: center;">           Isaac Sulemana            _____            Print Name         </div> <div style="text-align: center;"> <u>3/19/2020</u>            _____            Date         </div> </div>		
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">           _____            Signature         </div> <div style="text-align: center;">           _____            Print Name         </div> <div style="text-align: center;">           _____            Date         </div> </div>		
(4) IT DEPARTMENT ONLY:		
<b>Service Type Codes:</b> _____		

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

**Requisition**

**Req # 00412530**

**PO #**

**Date: 03/19/20**

**Bill To:**

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

**Ship To:** COUNTY JUDGE  
 100 E. CANO STREET  
 2ND FLOOR  
 EDINBURG TX 78539

**Contract No:**  
**Special Instructions:**

**Contact:** sdeleon  
 956-318-2600

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
2.00	MONTH	DIR-TSO-3415 expires 4/27/2020 DO NOT DUPLICATE ORDER mobile broadband unlimited (\$37.99 x 10 = \$379.90)	379.90	759.80
		<u>Account No</u>	<u>Encumbrance</u>	
		0-1100-413-00-110-006-0-532	759.80	
			Freight	.00
			Total	759.80
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

**Authorized By:** \_\_\_\_\_