

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 checked="" type="checkbox"/> Data Card <input type="checkbox"/> Blackberry <input type="checkbox"/> Other:	Stipend: <input type="checkbox"/> Cellular Telephone \$50/mo <input type="checkbox"/> Data Pad \$25/mo

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Erika G. Reyna Employee ID# 148229 Signature:

Department: Human Resources Dept#: 190

Quantity: 1

Service: \$ 37.99 /mo (x) 8 months = \$303.92 Account: 0-1100-415-50-190-002-0 -532

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

Requisition Total: \$303.92 Requisition Number: 413688

STIPEND

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

Department: _____ Dept#: _____

Quantity: _____

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

Total: _____

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

Raul SILGUERO, JR. 4/16/2020

Signature Print Name Date

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

Valde Guerra 4/16/2020

Signature Print Name Date

(4) IT DEPARTMENT ONLY:

Service Type Codes: Custom 4G Line MB Plan w/MBP for National Security, Public Safety & First Responders @ \$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/sig/article/0,,id=167154,00.html>, EXAMPLE 2.

Requisition

Req # 00413688

PO #

Date: 04/16/20

Bill To:

Vendor: 287024

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

Ship To: HUMAN RESOURCES/CIVIL SERVICE
2818 SOUTH BUSINESS HWY 281
DOOR #7
EDINBURG TX 78541

Contract No: DIR -TSO-3415 Exp 04/27/2020

Contact: Yasmine
956-318-2660

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
8.00	MONTH	DO NOT DUPLICATE ORDER CO Custom 4G Unlimited MB Plan w/MBP for National Security, Public Safety & First Responders	37.99	303.92
		<u>Account No</u>	<u>Encumbrance</u>	
		0-1100-415-50-190-002-0-532	303.92	
			Freight	.00
			Total	303.92

Authorized By: _____