



# 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:

**Stipend:**

- Cellular Telephone \$50/mo
- Data Pad \$25/mo

### COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: Elections Dept Employee ID# \_\_\_\_\_ Signature: \_\_\_\_\_Department: Elections Dept#: 130Quantity: 70Service: \$ 1,610 /mo (x) 3 months = \$ 4,830.00 Account: 0-1100-414-00-130-001-0 532

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

Requisition Total: 4,830.00 Requisition Number: 421855Remaining 3 months in 2020

### STIPEND

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

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

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

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

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

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

Yvonne Ramon  
Print Name9/28/2020  
Date

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

Signature

Print Name

Date

### (4) IT DEPARTMENT ONLY:

Service Type Codes: Mobile Broadband 2GB Acc't  
Share 9/10/GB @ \$23.00/ea/per month

Commissioner's Court Action:

Commissioner's Court Date: \_\_\_\_\_

 Approved Date: \_\_\_\_\_ DisapprovedCurrent 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/irs/article/0,,id=167154,00.html>, EXAMPLE 2.