



# Travis County

## Departmental Cellular Airtime Certification

### Instructions

As per Travis County Code Chapter 39, Wireless Communications Policy, this form is required to be attached to each Cellular Service invoice.

1. Fully complete this form for each Cellular Airtime invoice received.
2. Attach this form to the following:
  - a. Original Invoice (with Purchase Order Number indicated on it)
  - b. Original Employee Cellular Airtime Certification Form (only if there are overage charges, if applicable)
3. Send invoice packet (items listed in step 2, above) to the Auditor's Office
  - a. Attach all documents as a pdf and email to: AP@traviscountytx.gov, **OR**,
  - b. Forward the via interoffice mail to Auditor's Office, Attention: Disbursements Division.

Vendor:

Number	Name	

Invoice number: \_\_\_\_\_ Wireless account number: \_\_\_\_\_

Invoice date: \_\_\_\_\_ Invoice period: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_ Date Received in SAP: \_\_\_\_\_

Department Name: \_\_\_\_\_ Dept. Number: \_\_\_\_\_

Invoiced Amount:

Employee Overage: \$ \_\_\_\_\_ - If no overages, leave blank.

### Departmental Certification

By my signature, I certify the following:

1. All cellular charges (voice, text and data) reflected on the invoice indicated above were made in the course of official Travis County business, as defined by Chapter 39 Wireless Communications Policy.
2. Any excess personal charges that resulted in an overage charge by the carrier, have been certified by the applicable employee and the completed Employee Cellular Certification Form is attached.
3. My department has on file a separately signed Acknowledgement of Business Usage Form for each employee that has charges on this invoice.
4. Any overages charged were analyzed as to the business nature and whether a more economical cellular service package would more adequately match the demands of my department.

Department Head Name:	Department Head Signature:	Date:
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