

PROCEDURE

Effective Date: June 9, 2009
 Approved By: Vice President, BFA

Authority: [POL-5400.21](#) Managing Wireless Voice/Data Devices

Cancels: See Also: [FRM-U5400.21B1](#) Approval Request for Department Wireless Phone
[PRO-U5400.21C](#) Requesting Use of Department Wireless Phone

PRO-U5400.21B REQUESTING APPROVAL TO PURCHASE DEPARTMENT WIRELESS PHONE

<u>Action by:</u>	<u>Action:</u>
Director/Dean	<ol style="list-style-type: none"> 1. Determines that voice phone necessary to carry out department operations. 2. Reads <i>Managing Wireless Voice/Data Devices</i> policy. 3. Reviews service plan/government discount information website. 4. Selects plan and cellular device. 5. Completes <i>Request For Department Voice Phone</i> e-Form. 6. Routes form for approvals including Chief Information Officer.
Chief Information Officer	<ol style="list-style-type: none"> 7. Reviews request. 8. Makes determination to approve or not approve request. <ol style="list-style-type: none"> 8a. If does not approve, marks "disapprove" on form and locks form. 8b. If approves, marks "approve" on form and locks form.
Director/Dean (or designee)	<ol style="list-style-type: none"> 9. Prints out approved e-form. 10. Completes two purchase orders (PO's) for the equipment and one for the monthly billing. 11. Attaches copy of e-form to PO's and sends to Purchasing MS-1390.
Purchasing Office	<ol style="list-style-type: none"> 12. Purchases service/device from Service Provider.

PROCEDUREAction by:Action:

Service Provider

13. **Sends** phone to department.

Director/Dean

14. **Establishes** custodian duties with designated employee.15. **Notifies** department to follow *Requesting Use of Department Wireless Phone* [procedures](#) when needing to use department phone.

Custodian

16. **Ensures** *Requesting Use of Department Wireless Phone* [procedures](#) are followed.