

CELLULAR SERVICE INSTRUCTIONS

Mandatory state contracts with Alltel (US Cellular) and Nextel for cellular telephone service and equipment are available for faculty and staff for business use. The contracts for cellular equipment (phones and accessories) and calling plans are administered by Telecommunications & Bill Services.

Departments must provide justification to the AVPBA on a TS4US (US Cellular) or TS4N (Nextel). Service Requested By, Department Head, Dean/Director, and the Associate Vice President in Business Affairs/Finance/Controller. A copy of the approval must be retained on file in the department for the duration of active service.

It is the department's responsibility to notify Telecommunications & Bill Services, in writing or by email, when the service is no longer required. If the phone is transferred to another user, Telecommunications & Bill Services should be notified.

PROCEDURES TO ORDER NEW CELLULAR INSTRUMENTS, ACCESSORIES AND CALLING PLANS:

- Departments should refer to the links on the Telecommunications & Bill Services web page at www.radford.edu/~tel-serv to review cellular phones and calling plans that are available on the COVA contracts for both US Cellular and Nextel. **DO NOT PROCESS A PURCHASE ORDER FOR NEW CELL PHONES, ACCESSORIES or CALLING PLANS.**
- After determining the type of equipment and calling plan required, print and complete the appropriate form, a TS4US for US Cellular or a TS4N for Nextel, note justification, obtain all required signatures, **including the Associate Vice President for Finance and Administration.** The AVPFA will submit the form to Telecommunications & Bill Services for processing. (Incomplete TS4's will be returned to the department). If assistance is needed, please call 5002 or 6600.
- Telecommunications & Bill Services will place the cellular instrument, accessories, and calling plan order with VITA (Virginia Information Technology Agency.) The department contact listed on the TS form will be notified when the phone arrives.

BILLING:

- The monthly cost of the service and new equipment will be charged to each department when invoices are processed by Telecommunications & Bill Services. US Cellular charges are billed by the Virginia Information Technology Agency (VITA) and Nextel charges are billed direct to the university. **Please review the Cellular Instruments Policies and Procedures.** The department supervisor is responsible for providing copies of the bills to users for their review.

REPAIRS

- Call Telecommunications & Bill Services at 5002 or 6600 for repair procedures.

ACCESSORIES

For existing cellular service, a Purchase Order (coded CG if under \$500) or a DPO is required if additional accessories are needed. The Vendor ID for Alltel/US Cellular is 15878 and Nextel is 16176. Please refer to the COVA contract for accessories.