

# UTSA Purchasing and Distribution Services

---

*Cell phone purchases, leases, services and accessories ordering procedure*

## **UTSA Policies and Procedures**

- HOP 9.49 Cellular Phones and Services – approved on August 24, 2017
- Cellular Phones and Service Allowances FMOG – published on July 1, 2017
- Procard Program FMOG – updated September 18, 2017

For purchasing or leasing cell phones, cell phone services and accessories, please use the guide below. All phones and services are required to be under the State of Texas Department of Information Resources (DIR) Contract.

Vendor Selection Justification – Each vendor provides phones and plans that may differ. Identify your minimal need and obtain prices from each company. The DIR contract prices are “not to exceed” so negotiating for a lower price for a phone, same price for a better phone, or same price for a better plan is appropriate. Best practice is to obtain quotes from all four vendors and document your reasoning for selection. Also note that vendor selection can be based on other criteria, such as but not limited to make and model of phone, range of service and customer service.

The Department of Information Resources Contract offers four cell phone companies under contract in that you can select.

**1. AT&T**

AT&T Mobility, LLC  
PO Box 6463  
Carol Stream, IL 60197.6463  
Lynsy Inman  
Li6413@att.com  
PH: 512-421-5079  
Mobile: 512-914-0471  
DIR Contract Number: DIR-TSO-3420

**2. Sprint Solutions**

Sprint Communications Company LP  
PO BOX 4181  
CAROL STREAM, IL 60197-4181  
Cris Warrior  
Cris.Warrior@sprint.com  
PH: 210-319-4585  
Mobile: 210-643-6888  
DIR Contract Number: DIR-TSO-3432

**3. T-Mobile**

T-Mobile  
12920 SE 38th Street  
Bellevue, WA 98006  
Ted Moore  
ted.moore76@t-mobile.com  
PH: 512-412-9910  
DIR Contract Number: DIR-TSO-3416

**4. Verizon**

Cellco Partnership dba Verizon Wireless  
One Verizon Way  
Basking Ridge, NJ 08920 - 1097  
Goye Chester  
goye.chester@vzw.com  
PH: 210-380-2902  
DIR Contract Number: DIR-TSO-3415

## Requisition Setup

### Step 1 – Vendor Selection

Select one of the four vendors on the DIR contract (AT&T, Sprint, T-Mobile, or Verizon). Review the vendor contract links to determine which provides the best overall service. Select Vendor. Note that prices listed are the maximum that the vendor can charge under the contract. Prices and conditions may be negotiable for multiple purchases on the same order.

### Step 2 – Requisition Line Setup

There are four different products and services available for the order. Each line begins with the following identifier:

- Cell Phone Purchase
  - Cellular Service
  - Cell Phone Part Accessories
  - Cell Phone Equipment Lease
- 
- **Cell Phone Purchase**
    - Purchasing a cell phone is a **“Fixed Amount”** and requires receiving. List phone number(s), make, model and other features that pertain to the phone hardware.
      - **Line Example – Cell Phone Purchase. 210-555-5555. Apple, I-Phone Model X. Enhanced with sensitive touch screen.**
    - **NOTE – Because prices differ by make and model, one line needs to be created for each model to effectively process invoices for the specific unit price.**
    - Use account code **63163** for **cell phones purchases over \$500**; receipt required; inventory and enter in INSIGHT
    - Use account code **63144** for **cell phones purchases under \$500**; receipt required; enter in INSIGHT.
  - **Cellular Service**
    - Estimate the yearly service costs, include any unexpected additional monthly charges, list time period, and is **“Amount Only.”**
      - **Line Example – Monthly Service Plan(s). Unlimited Talk and Data. September 1, 2017 to August 31, 2018**
    - **NOTE – One line on all the units on the same PO is acceptable**
    - Use account code **63633** for yearly service costs.
  - **Cellular Parts and Accessories**
    - Line is established for current and future use. Used if accessories are needed throughout the year charges and is **“Amount Only.”**
      - **Line Example – Parts and Accessories.**
    - **NOTE – One line on all the units on the same PO is acceptable**
    - Use account code **63144** for parts and accessories.

- **Cellular Phone Equipment Lease**
  - Leasing equipment is “**Amount Only.**” List equipment identifier (serial number), make, model, other features and time period.
    - **Line Example – Equipment Lease. Motorola Model Premier 4 Range Extender. S/N 123456. September 1, 2017 to August 31, 2018**
  - **NOTE – Because line is an Amount only, all units regardless of makes and models can be included.**
  - Use account code **64042** for **leases** and enter in INSIGHT.

**Step 3 – List DIR Contract number in the comments in “Internal Comments”**

- AT&T
  - DIR Contract Number DIR-TSO-3420
- Sprint Solutions
  - DIR Contract Number DIR-TSO-3432
- T-Mobile
  - DIR Contract Number DIR-TSO-3416
- Verizon
  - DIR Contract Number DIR-TSO-3415

**Step 4 – Complete Exception to Cellular Phone Allowance Form**

Attach completed and approved “Exception to Cellular Phone Allowance Form” to the requisition as an “internal document.” One exception form per purchase order. Multiple exception forms cannot go onto one purchase order.

**Credits – All credits against a PO is processed against the appropriate purchase order line.**

If assistance is needed concerning ordering or cancelations, contact your procurement specialist in Purchasing at ext. 4060.