

PROCEDURE

Effective Date: January 3, 2017

Approved By: Provost and Vice President, Academic Affairs

Authority: [POL-U3000.05](#)

See Also: FRM-U3000.05B Request for Department Wireless Device
 PRO-U53000.05C Using Department Wireless Device

PRO-U3000.05B PURCHASING DEPARTMENT WIRELESS DEVICE

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| <u>Action by:</u> | <u>Action:</u> |
| Director/Dean | <ol style="list-style-type: none"> 1. Determines that wireless device is necessary to carry out department operations. 2. Reviews service plan/government discount information website. 3. Selects plan and wireless device. 4. Completes <i>Request for Department Wireless Device e-Form</i>. |
| Chief Information Officer | <ol style="list-style-type: none"> 5. Reviews request. 6. Makes determination to approve or not approve request. <ol style="list-style-type: none"> 6a. If does not approve, marks “disapprove” on form and locks form. 6b. If approves, marks “approve” on form and locks form. |
| Director/Dean
(or designee) | <ol style="list-style-type: none"> 7. Prints out approved e-form. 8. Completes two purchase orders (POs): one for the equipment and one for the service agreement. 9. Attaches copy of e-form to POs and sends to Purchasing MS-1390. |
| Purchasing Office | <ol style="list-style-type: none"> 10. Purchases equipment and service agreement from service provider(s). |
| Director/Dean
(or Designee) | <ol style="list-style-type: none"> 11. Upon receipt of device, designates employee to be device Custodian. 12. Notifies department to follow <i>Requesting Use of Department Wireless Device procedure</i> when there is need to use department wireless device. |