

# Wireless Device Procedure

## 1.0 Purpose:

To establish procedures for purchasing and maintaining a wireless device and associated services.

## 2.0 Responsibilities:

Initial equipment procurement, activation and recurring fees

### 2.1 Department

- 2.1.1 Complete the "[Wireless Device Approval Form](#)". Obtain departmental Director or above level approval. Obtain approval from the Division of Sponsored Program Administration, if sponsored funds

Justification Guidelines:

- a. Enhance employee's job function with explanation why
  - b. Environmental Emergency staff
  - c. Staff in a hazardous working area
  - d. Frequent travel – 25% of employee's work commitment
  - e. Mobil requirements within multiple buildings/sites
  - f. On-call staff
  - g. Critical staff required to do business while commuting point to point
  - h. Area where stationary phone service is not available
  - i. Staff required to be accessible at least 80% of their work time
  - j. Public Safety and Home Land Security staff
- 2.1.2 Enter a Peoplesoft Requisition in the system for the wireless equipment & activation fee – *using the correct Product Code (72560 – wireless device and 91575 – activation fee )*
- 2.1.3 Fax the completed "[Wireless Device Approval Form](#)" to Purchasing/Buyer, referencing the REQ number
- 2.1.4 Receive or pick up the wireless device from the vendor
- 2.1.5 Provide Purchasing the telephone number via email upon receipt, if the item requested is a cell phone, PDA with cell phone or Pager
- 2.1.6 Use the P-Card to pay monthly recurring service charges, using the correct Account Code (771300 – wireless device, 771400 – Pager, 771500 – other)
- 2.1.7 Maintain the appropriate level of security for the device and as appropriate for the data stored on, transmitted and received with the device
- 2.1.8 Maintain accountability for wireless devices purchased, to include collecting the device from terminating or transferring employees
- 2.1.9 Insure wireless devices are disposed of in accordance with MCG property disposal guidelines
- 2.1.10 Receive departmental invoices for service payments

**Note:** *Equipment/Devices* must be purchased on a Peoplesoft Requisition; however, the Monthly Charges for services must be processed with your MCG P-Card. Remember to use the proper Product Code on the Requisition and the correct Account Code on the P-Card reconciliation statement. The service provider will mail individual monthly invoices to the department user for payment processing.

### 2.2 Information Technology

- 2.2.1 Recommend adjustments to the user department if requested
- 2.2.2 Investigate and report inappropriate usage
- 2.2.3 Serve as MCG liaison with the respective vendors

### 2.3 Materials Management, Purchasing

- 2.3.1 Receive a hardcopy of the “Approval to Purchase Wireless Device” Form
- 2.3.2 Process the Peoplesoft Requisitions for wireless devices into a PO
- 2.3.3 Request contract from vendor for signature
- 2.3.4 Receive and record the cell phone telephone number provided by the department
- 2.3.5 Maintain purchasing documentation of devices
- 2.3.6 Establish and monitor Product Codes
- 2.3.7 Provide IT and AP with access to a shared database containing records on wireless devices purchased
- 2.4 Materials Management, Asset Management
  - 2.4.1 Maintain a record of all wireless devices purchased and report as requested
  - 2.4.2 Dispose of wireless devices in accordance with established policies and procedures
- 2.5 Materials Management, P-Card Program Coordinator
  - 2.5.1 Monitor product codes for wireless services expensed to the P-Card
- 2.6 Controller
  - 2.6.1 Receive invoices for wireless equipment & activation fee
  - 2.6.2 Monitor Product Codes
  - 2.6.3 Process PO invoice payments and P-Card expenses as appropriate
  - 2.6.4 Maintain record of wireless equipment and services expenditures through shared database
- 2.7 Division of Sponsored Program Administration
  - 2.7.1 Approve all request for wireless devices prior to purchase that are to be expensed using sponsored funds
  - 2.7.2 Monitor expensed charges to sponsored accounts