

# Telecommunications

Telecommunications is a very broad term for a method of communication between objects. Communication may be person to person, person to machine, or machine to machine and encompasses all products and services that allow communication to happen. Each method of telecommunication has strict requirements (example: Federal Communications Commission, FCC, licensing), approvals (example: Network Infrastructure and Services, NI&S), and reports. These requirements have made it necessary to review all telecommunications purchases. The HokieMart workflow electronically carries requisitions for telecommunications items to NI&S for review. All cellular phones and services must be processed through NI&S and should not be sent to Procurement. Departments should not use the purchase card for telecommunication purchases.

Below is a list of major telecommunication areas and the requirements for purchase.

- Telephone Installations, Equipment, and Services
  - The purchase of telephone installations, equipment, and services must be coordinated with [NI&S](#) prior to submitting a requisition through HokieMart.
  - For more information on obtaining telephone, data network, or cable television service on campus, contact [NI&S](#).
- Cellular Phones
  - For more information on obtaining cellular phones and services for both domestic and international use, please contact [NI&S](#).
- Two-Way Radios (Fixed, Mobile, and Hand-held)
  - A state contract is available for two-way radios. Prior approval is required from the [Department of Information Technology \(DIT\)](#) for radio products that require Federal Communications licensing. Transmitting and receiving frequencies must be included in the specifications and a copy of the FCC license must be attached to the HokieMart requisition.

For more information, contact [Procurement](#), 540-231-6221, or [the HokieMart help desk](#).