

## How Do I Buy...

### *Telecommunication Equipment and Supplies*

#### **Buyer Contact Information:**

[Roger Gupta](#)

#### **Description:**

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 the communication to happen. Each method of telecommunication has strict requirements (e.g. FCC licensing), approvals (e.g. Network Infrastructure & Services 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 P-Card for telecommunication purchases.

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

#### **Telephone Installations, Equipment and Services:**

The purchase of telephone installations, equipment, and service must be coordinated with Bill Blevins, Communications Account Manager, at NI&S, mail code 0506, prior to submitting a requisition through HokieMart. Contact Mr. Blevins by phone at (540) 231-4995 or at [blevins@vt.edu](mailto:blevins@vt.edu) for specification information.

For information on obtaining telephone, data network or cable television services on campus, visit the [NI&S website](#).

#### **Cellular Phones**

For information on obtaining cellular phones and services for both domestic and international use, please go to the [NI&S website](#).

**Two-Way Radios (Fixed, Mobile and Hand-held)**

State contract is available for two-way radios. For radio products, which require Federal Communications Commission (FCC) 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 information on Pagers, Beepers and Animal Tracking Systems, contact the Procurement buyer.