

## How Do I Buy or Handle...

### *Telecommunications*

#### **Description of Purchase Process:**

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 (NIS) and reports). These requirements have made it necessary to review all telecommunications purchases. The HokieMart workflow electronically carries requisitions for telecommunications items to NIS for review. All cellular phones and services must be processed through NIS and should not be sent to Procurement. Departments should not use the P-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 service must be coordinated with Bill Blevins, Communications Account Manager, at NIS, mail code 0506, prior to submitting a requisition through HokieMart. Contact Terry Grubb by phone at (540) 231-7073 or at [tgrubb@vt.edu](mailto:tgrubb@vt.edu) for specification information.

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

#### Cellular Phones

For information on obtaining cellular phones and services for both domestic and international use, please go to the NIS website <http://www.NIS.vt.edu/html/wireless/cellular/index.html>.

#### 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, 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.

### 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 more information contact:**

- Procurement 540-231-6221
- Or [hokiemart@vt.edu](mailto:hokiemart@vt.edu)