The following are new procedures for ordering a West Virginia Department of Transportation (WVDOT) cell phone.

Listed below is a step by step process on how to order a WVDOT cell phone.

1. Any changes to the Agency's or Division of Highways (DOH) District/Division's account requires a **WV-39**. This includes cancellations, equipment upgrades and new services.

2. The WV-39 must have an authorized signature of the Agency Head, Division Director, Highway District Engineer/Manager or his or her approved designee.


4. Ordering Instructions and contract information can be found at the Purchasing Division website located at the following URL: http://www.state.wv.us/admin/purchase/swc/CPHONE.htm.

5. The release order needs to include the monthly charges and does NOT need to include the cost for twelve months. The following is an example:
Procedure: **Cell Phone Ordering**

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6. When equipment is being upgraded, include the name of the employee(s) that will receive the upgrade.

7. If multiple phone numbers are being upgraded, include each phone number separately. Example: If twelve phones are being upgraded, then list each phone number separately and indicate that a quantity of 12 is being upgraded. Also, calculate the service fees accordingly. See completed example below for service and fees.

<table>
<thead>
<tr>
<th>Item No</th>
<th>QTY</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td></td>
<td>Agency or Central Master Agreement Number (AMA/CMA #)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Description of change — i.e. upgrade, cancellation, new equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Must include account number being affected</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Must include the cell phone number being upgraded</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Must include service charge as a line item</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vendor number from OASIS

Indicate which contract is being referenced (i.e., ATT (CPHONE13AA) or Verizon (CPHONE13B)).
8. Example of continuation sheet is listed below and can be found at the following URL:
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9. Orders for new equipment, must include:
   
   a. Account number
   
   b. Equipment description
   
   c. Name of person equipment will be assigned to
   
   d. Justification is required for new service and any equipment other than no cost upgrade items or standard fee.

10. After the order has been submitted to Information Services Division, it will be reviewed and processed.
   
   a. Business Manager’s approval is required for orders of new equipment and fee upgrades.
   
   b. If approved by the Business Manager, the order will be submitted to the Office of Technology (OT) for review and approval. OT will submit approved orders to the appropriate cellular provider.

11. If approved by OT, a copy of the email correspondence will be returned to the Agency or DOH District/Division.