



West Virginia Department of Transportation Procedure: **Cell Phone Ordering**

Issued by the Secretary of Transportation

Policy No: DOT 1.3

Issue Date: 01/09/2019

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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.
3. Submit a completed WV-39 to Information Services Division via email to Kristy.e.james@wv.gov. Below is a blank copy of the WV-39 at the following URL: <https://sp.wv.gov/sites/dot/Docs/Documents/wv-39.pdf>.
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:

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State of West Virginia
Purchasing Division
RELEASE ORDER

Release No.: **ORG/Division PO** Req. Date: **Date Order Requested** Buyer:

Fund Accounting Information:

Agency/Invoice To: Dept. Code:

ORG Invoice to Address

Ship To:

**Complete Ship To Address
where equipment will be
delivered**

Vendor Name and Address:

Verizon or AT&T

wvOASIS Vendor Customer No.:

Terms: **Equipment Billed To Account** F.O.B.:

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

Vendor number
from OASIS

Indicate which contract is
being referenced (i.e.,
ATT (CPHONE13AA) or
Verizon (CPHONE13B).

Authorized Signature: _____ Total Amount: _____

Title: _____ Original: Vendor

Telephone: _____ Copy: Auditor's Office

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

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State of West Virginia
Purchasing Division

RELEASE ORDER

Release No.: XXXXX Req. Date: XX-XX-XXXX Buyer:

Fund Accounting Information:

Agency/Invoice To: Dept. Code:

Information Services Division
1900 Kanawha Blvd. East
Building 5, Room 920
Charleston, WV 25305

Ship To:

Information Services Division
1900 Kanawha Blvd. East
Building 5, Room 920
Charleston, WV 25305

Vendor Name and Address:

ATT Mobility
7229 Parkway Drive #200
Hanover, MD 21076

wvOASIS Vendor Customer No.: 000000230607

Terms: Items Billed to Agency Account - Paid with Agency P-Card F.O.B.:

| Item No. | Quantity | Description | Unit Price | Amount |
|----------|----------|--|------------|---------|
| | | Agency or Central Master Agreement Number (AMA/CMA #) CMA CPHONE 13AA | | |
| | | Agency Account # XXXXXXXXX | | |
| 001 | 01 | IPHONE 7 Upgrade for John Doe - (304-XXX-XXXX) | 0.00 | 0.00 |
| 002 | 01 | NBI Business Pooled Nation | \$19.99 | \$19.99 |
| 003 | 01 | ODN Enterprise Data Plan or IPHONE 4G LTE with unlimited text messaging | \$48.75 | \$48.75 |
| 004 | 01 | 911 Fee | \$3.00 | \$3.00 |
| 005 | 01 | Regulatory Fee (1.09) - USF Fee (3.00326.82) | \$4.09 | \$4.09 |

Authorized Signature: _____

Total Amount: \$74.82 per month

Title: _____

Original: Vendor
Copy: Auditor's Office
Copy: Purchasing Division

Telephone: _____

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8. Example of continuation sheet is listed below and can be found at the following URL:
<https://sp.wv.gov/sites/dot/Docs/Documents/WV-36A.doc>

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Blanket Release Order Continuation Sheet

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| Release # | Req. Date | Vendor Name: | Agency: | |
|-----------|-----------|---|------------|--------|
| XXXXX | XX-XX | ATT Mobility | XXXXX | |
| Item No. | Quantity | Description | Unit Price | Amount |
| | | CMA CPHONE13AA | | |
| | | Statewide or Agency Blanket Purchase Order Number | | |
| | | Upgrade the following: | | |
| | | XXXXXXXX | | |
| | | XXXXXXXX | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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.