

## **Cellular Telephones, Air Time and Service Purchase and Payment Policy and Procedure**

### **Objective**

1. To ensure the process for acquiring a cellular phone for state business use is appropriate.
2. To process accurate payments to vendors for cellular phone purchase and services.

### **Policy**

This policy was developed jointly by the Departments of Administration and Finance to provide guidelines for state purchase and payment cellular telephones, air time and service. Guidelines for appropriate cell phone use can be found in the Cellular Telephone Use addendum to the Statewide Electronic Communications and Technology Policy.

### **Procurement Process**

1. Agencies must adhere to the requirements of the current state contract release (#T-535 Cellular Telephones, Air time & Service) when acquiring cell phones and cell phone services. This release includes a contract for each of the following geographical areas: northern Minnesota (Unicel), southern Minnesota (Midwest Wireless), and the Metropolitan area (Sprint/Nextel). The plan options available through each provider should be carefully reviewed before making purchasing decisions.
2. Cellular telephones are only to be used to conduct state business as stated in the Cellular Telephone Use addendum of the Statewide Electronic Communications and Technology Policy.
3. Purchases of cellular phone products and services must be processed in a manner consistent with MAPS Operating Policy and Procedures in section 07 (Procurement). All purchases of cellular phone products and services must be done online, using the appropriate vendor's website, and by an authorized coordinator or liaison. Additional information regarding authorized coordinators and liaisons can be found on the Office Enterprise Technology's Cell Phone Ordering website.
4. All exceptions to this contract must be processed through the Office of Enterprise Technology's TRS system.

### **Vendor Payment Process**

1. Operating expenses that are eligible for payment to the service provider include:

- Outgoing and incoming airtime;
- Long distance charges;
- Roaming charges (outside of vendor's normal service area);
- Initial set up charges.

2. Payment must be processed in a manner consistent with MAPS Operating Policy and Procedure Number 0803-01.

3. Any cost incurred for cellular phone use, whether for public or personal use, is a liability of the State of Minnesota. With the exception of a contested invoice, the agency should pay the full invoice amount due the vendor.