

How to Order and Pay for Wireless Devices and Services

Georgia Tech's policy for wireless devices/cell phones can be found at <http://www.policylibrary.gatech.edu/wireless-communication-devicescellular-telephone-service>

The policy is in accordance with the State of Georgia Office of Planning and Budgets policy, which is the governing policy for State units of government.

The following points explain how to procure and pay for devices:

- To obtain and use a Georgia Tech funded wireless device, employees must complete a departmental/unit authorization form, which includes a description of the employee's business reason for use of a wireless device. The approval form is to be maintained by the department.
- An inventory of devices is to be maintained at unit level and based on that information, an Institute wide inventory is to be maintained by the OIT organization.
- Devices may be procured from vendors with whom Georgia Tech has developed agreements that include discount pricing. These vendors differentiate between Georgia Tech owned devices and faculty/staff/students personally owned devices. Only Purchasing Contracting Officers may sign contracts for procurements relating to wireless devices and services. Employees choosing to sign these contracts are personally liable.
- Departments with multiple devices should appoint a coordinator, if one does not already exist, to track inventory of devices.
- Payment for services may be by PCard or check request. All expenses must be coded to account code 773500.
- Employees may be reimbursed for use of their personal wireless device. Reimbursements must be coded to account code 727900.

Employees who purchase devices for their personal use should not use **Georgia Tech** or use a **Georgia Tech** address in their contract information.

For information on cell phone contracts and vendors, see the [OIT Wireless Communications page](#).