

UW-Extension Cellular Telephone Purchasing Process

Read the instructions for the type of service you are selecting.
Then follow Steps 1-3 found on page 3.

Please Note:

Wireless services **must** be processed and approved through the UW-Extension Purchasing Department. Departments cannot go directly to the provider.

New Cell Phone Service

Complete forms in **Step 1** and obtain approvals from your supervisor and division manager.

The completed/approved forms in **Step 1** need to be sent to:

UW-Extension Purchasing Department

Attn: Rhonda Loger

432 N Lake St, Rm 104

Madison, WI 53706

Complete form in **Step 2** and email to Rhonda Loger: rhonda.loger@uwex.edu.

Your request will not be processed until all forms in Step 1 and Step 2 are received by the UW-Extension Purchasing Department.

Changes, Disconnect Service, Accessories, or Replace Equipment

Complete form in **Step 2** and email to Rhonda Loger: rhonda.loger@uwex.edu.

Add a Data Plan to an Existing Cell Phone Plan

Complete Form D in Step 1 and obtain approvals from your supervisor and division manager.

The completed/approved form in **Step 1** needs to be sent to:

UW-Extension Purchasing Department

Attn: Rhonda Loger

432 N Lake St, Rm 104

Madison, WI 53706

Complete form in **Step 2** and email to Rhonda Loger (rhonda.loger@uwex.edu). Your request will not be processed until the forms in **Step 1** and **Step 2** are received by the UW-Extension Purchasing Department.

Waiver for iPads

Agencies/campuses having staff with a technical need for Apple iPads with WIFI plus 3G wireless connectivity may purchase AT&T Mobility wireless broadband service from Apple in the SE/SW regions of Wisconsin as long as they follow these steps:

Confirm Need

Confirm that the technical need cannot be met via a device offered by the primary/secondary vendor.

Confirm Service Availability

Confirm that AT&T Mobility can provide service in the area of intended use.

Complete and Mail Forms

Complete the [Wireless Waiver](#).

Complete all steps for [New Cell Phone/Wireless Service](#) as outlined in steps 1-3 below.

Send completed forms to:

UW-Extension Purchasing Department
Attn: Rhonda Loger
432 N. Lake Street, Room 104
Madison, WI 53706

Inventory

Maintain an inventory of iPads with 3G service for reports/reviews as requested.

All approval, purchases and use of services via this waiver are fully subject to Wireless Waiver procedures and the State's Enterprise Wireless Policy.

Please direct any questions on this waiver to Rhonda Loger, UW-Extension Purchasing Director, (608) 262-0164, rhonda.loger@uwex.edu.

Step 1

- Form A [Cellular Phone/Wireless Service Approval](#)
Form B [DOA Acknowledgement Policy](#)
Form C [DOA Policy](#)
Form D [Supplemental Form for Data or Aircard Service](#) (requires Central IT approval).
 Only complete this form if you are requesting a data phone or aircard.

Step 2

Select the area of the state of Wisconsin the wireless user is located and scroll to the service requested (new service, changes, disconnect service, accessories, or replace equipment). For New Service, choose your plan, device, and accessories. If you have questions, contact your provider account representative.

- For Southern Wisconsin, go to the following US Cellular Contract link:
www.doa.state.wi.us/docs_view2.asp?docid=6629
- For Northern Wisconsin, go to the following AT&T Mobility link:
www.doa.state.wi.us/docs_view2.asp?docid=6619
- DOA Contract Link: www.doa.state.wi.us/docview.asp?docid=6642.

The form in **Step 2** needs to be emailed to rhonda.loger@uwex.edu. DO NOT EMAIL TO YOUR PROVIDER.

Step 3

- All phones, voice/data plans and accessories must be processed and approved by UW-Extension Purchasing Department.
- UW-Extension Central IT recommends a [National Plan](#) for persons that travel statewide.
- When your phone/data phone/aircard is received, contact Rhonda Loger at rhonda.loger@uwex.edu and provide the wireless number and account number.
- Also, when your data phone is received, contact the UW-Extension Service Center by email at servicecenter@uwex.uwc.edu or by phone at (608) 262-5034, as they will configure it to work with our Exchange email and calendaring system.
- Once you received your first monthly bill, verify for accuracy and call provider's customer service department and provide your Purchasing Card Information for future billing.
- It is the user's responsibility to review each monthly bill and submit reimbursement for any personal calls per the DOA policy. The reimbursement needs to be sent to:

UW-Extension Business Services
432 N Lake St, Room 104
Madison, WI 53706