INFORMATION SERVICES
LONG RANGE PAGER LEASE AGREEMENT FORM

ALL INFORMATION MUST BE COMPLETED BEFORE PAGER IS ISSUED

Today's Date: _____ **Date Pager Needed**: _____

Department Name: _____Route No: _____

Division Name: _____

Quantity Requested: _____ *(For multiple pagers, attach a list of users and the employee numbers of each)*

Type Of Pager Requested: **(Check One Only)** Digital: _____Alpha: _____Nationwide:_____

Alpha Nationwide Timeport Code: _____ Alpha Nationwide Webster 100 Code: _____

Range Requested: **(Check One)** Gal / Hou: _____ Texas Metro: _____ _____

Department Contact Name: _____ Contact No: _____

User's Name: _____ User's Employee No: _____

User's Department Telephone Number: _____

User's Home Telephone Number: _____ Listed ( ) Unlisted ( )
(Home telephone number is used for **EMERGENCY USE ONLY** and will not be give out, if unlisted)

PeopleSoft Chartfield to be Charged

Bus UNIT (5)	FUND (3)	Sub FUND (5)	DEPT (6)	CLASS (5)	PROG (3)	PROJ (3)	PROD (6)	AFFILIATE (5)	Proj Bus UNIT (5)	ACTIVITY ID (15)	BUDGET REF (8)

I acknowledge that I am authorized to sign of the above listed PeopleSoft Chartfield string, authorize the issue of above listed pager(s) and department agrees to pay for services in accordance with the Long Range Pager Lease Agreement and charge Schedule.

_____ _____
Authorized Name (typed or printed) **Authorized Signature**

PROVIDE AT LEAST TWO (2) HOURS NOTICE BEFORE PAGER IS NEEDED
FAX Completed Form To:
Information Services Pager Division
Mike Copado or Don DeFoore
FAX Number: 25799
Telephone Number: 25782 or 25747

_____ _____ _____
Signature Of Person Picking Up Pager(s) Date Picked Up Employee Number

Pager Phone Number_____ TMICS CODE: _____

Cap Code Number _____ **Equipment Number** _____

AMCOM: _____ **CELLMAIN:** _____ **BOSS:** _____ **RETURN FORM:** _____
Revised : 1/29/04

Information Services
Long Range Pager Lease Agreement
For UTMB Departments

Long-range pagers are leased to UTMB Departments by Information Services and billed directly to authorized UTMB account funds. Pagers are leased on a monthly basis. ***Nationwide*** pagers may be leased on a daily basis. A description of the types of pager services and costs is provided on the attached *Long Range Pager Information and Charges* form. **Information Services does not provide "loaner" pagers, if pagers are left at home or are otherwise unavailable.**

Requesting Pagers

First, complete the department and user information, specifying the type of pager requires and the 6-digit FRS account number to be charged. Second, Obtain approval from and authorized signer for the account. Third, submit the *Information Services Long Range Lease Agreement* form by faxing it to ext. 25799. The department contact will be notified when the pager is available for pick-up.

Pager Malfunctions

If a pager stops receiving pages, for a reason not due to damage, Information Services will replace it with a comparable pager using the same dial number. **Replacement can usually be made with in one hour of the request.** The malfunctioning pager must be returned.

Loss or Destruction

Loss or damage to a UTMB pager should be reported immediately to the individual's department supervisor. **The replacement fee for ALL pagers is covered in the monthly fee by pager insurance.**

Information Services
Long Range Pager Information and Charges
for UTMB Departments

Pager Service

Pagers are leased on a calendar month basis. The full rate is charged for any partial month. Most pager charges are automatically billed to the Department Account each month.

Type of Service		Monthly Charge	Description of Service
Digital Local Alpha Local		**$8.00** **$10.00**	Local: covers approximately 150 square miles of area (coverage map available upon request).
Digital Texas Metro Alpha Texas Metro		**$8.50** **$12.00**	Texas Metro: covers major metropolitan cities within the State of Texas (map available upon request). Customer must be with designated areas to receive pages.
Two Way Pagers - Characters	**Codes**	**Prices**	Nationwide: covers major metropolitan cities throughout the continental US. Not all cities are covered, state and city listings are provided upon request. Provides individual 1-800 number. The PIN number is identical to a regular telephone number. **With the Arch Webster 100 and the Timeport you can:** 1. Send and receive e-mail. 2. Send and receive instant messages to/from others using Arch Wireless service. 3. Send and receive paging messages Your service also includes an Address Book with 250 slots for key contact information.
Alpha Nationwide Webster 100 **10,000k Characters**	W6	**$26.27**	
Alpha Nationwide Webster 100 **25,000k Characters**	W1	**$28.27**	
Alpha Nationwide Webster 100 **75,000k Characters**	W7	**$33.27**	
Alpha Nationwide Webster 100 **250,000k Characters**	W8	**$39.27**	
Alpha Nationwide Webster 100 **Unlimited Characters**	W5	**$45.27**	
Alpha Nationwide Timeport **75,000k Characters**	TP7	**$34.77**	
Alpha Nationwide Timeport **250,000k Characters**	TP6	**$40.77**	
Alpha Nationwide Timeport **Unlimited Characters**	TP5	**$46.77**	

*****Prices are subject to change*****

Miscellaneous Charges

Second Number: Each pager is assigned only one Galveston area (409) telephone, unless other wise specified. However, a pager can be programmed with more than one telephone number, thus a second number can also be assigned to a pager. For example, a Houston number, a Dallas number, etc. There is an additional charge for a second number, $.50 for Digital and $1.00 for Alpha pagers.

Short Term Lease (Daily Rates) for Nationwide Pagers Only

Nationwide Digital or Alpha pagers can be leased on a daily basis for short trips, depending on availability. **One week advanced notice is required.** Departments requiring a short-term lease must provide an IDT to Information Services (EDS code 054V, Route No. 0111) for the entire amount of the lease. A copy of the EDS print screen must be presented at the time the pager is released. Short-term lease rates are $2.25 per day for Digital pagers and $2.50 per day for Alpha pagers.

Direct Inquires to Information Services
Pager Division
Mike Copado or Don DeFoore