

**Information Services  
Cellular Telephone Lease Agreement  
For UTMB Departments**

Advantages of leasing a cellular telephone from Information Services include the ability to upgrade to another phone currently in stock with no increase in monthly rates and use of a loaner phone in the event the original phone becomes disabled and must be repaired.

1. Information Services leases cellular telephones to UTMB departments only. The department is responsible for the all charges and will be billed only through an approved UTMB account. The department must complete an *Information Services Lease Agreement Form*, specifying the type of phone and accessories desired and the account to be charged.
2. The base rate for the standard cellular phone is \$35.00 monthly. This rate includes the phone, a built in antenna, and a plug-in charger.

Additional charges are added for all air time used, long distance charges, for optional equipment such as auto adapters, additional antennas, telephone covers, and for optional services such as Roadside Assistance, Road America, Call Management, Mobile Web, voicemail, etc.

3. Cellular telephones are leased in one-month increments with a one (1) month minimum lease term. There will be no partial monthly charges or partial monthly credits except for airtime.

An exception to this would be if a department needs a unit for a special short-term project. With three days advance notice, cellular telephones can be leased for \$10.00 per day for every day the unit is actually out, whether in use or not. Payment should be made in advance in the form of an IDT (EDS code 054V, Route No. 0111). If the phone will be used for four or more days then the department will only be charged the \$35.00 monthly rate.

4. In the event a cellular telephone is lost, stolen, or damaged the department will be billed a \$150 replacement charge. Incidences of lost or stolen units should be reported immediately to Information Service (ext. 25747 or 25782) so the telephone service can be disconnected before any additional charges are incurred. Also in the event a phone is stolen a police report must be filed, in the area where the theft or loss occurred, before the service can be deactivated. A copy of the police report must be delivered to Pager and Cellular Services located at the Administration Building Room 1.115.
5. If a cellular telephone is owned by the individual or the department, service can be provided for \$15.00 per month. However, billing will still be conducted between Information Services and the department, not the individual.

<p><b>Direct Inquires to Information Services Cellular Telephone Division Mike Copado or Don DeFoore Ext. 25782 or 25747</b></p>
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**Information Services  
Cellular Telephone Information  
for UTMB Departments**

**VERIZON WIRELESS Airtime Rates**

Peak Hours Monday – Friday	6 a.m. to 9 p.m.	.18 cents per minute
Off Peak Hours Including Weekends	9 p.m. to 12 a.m.	.13 cents per minute
Off-Off Peak Hours	12 a.m. to 6 a.m.	.04 cents per minute

**CINGULAR WIRELESS Airtime Rates**

Peak Hours Monday – Friday	7 a.m. to 7 p.m.	.14 cents per minute
Off Peak Hours Including Weekends	7 p.m. to 12 a.m.	.14 cents per minute
Off Off Peak Hours	12 a.m. to 7 a.m.	.14 cents per minute

**Cellular Telephones and Accessories Available**

*Phones come standard with only one battery and an A/C Adapter.*

See attached list or call 25747 or 25782 for list.

**Accessories**

Accessories for phones can be obtained at the time the phone is picked up or any time after for a one time charge.

**All phones are ordered upon request of attached lease agreement. Orders are placed each Thursday before 2 p.m. Orders received after 2 p.m. will be placed on the following Thursday.**

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**INFORMATION SERVICES  
CELLULAR TELEPHONE LEASE AGREEMENT FORM**

**Please read attached Cellular Telephone Lease Agreement before Completing Form.**

Today's Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Route No: \_\_\_\_\_

Division Name: \_\_\_\_\_

Name of User: \_\_\_\_\_ User's Extension: \_\_\_\_\_

User's Employee No: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Alternate's Extension: \_\_\_\_\_  
(For Billing Purposes)

Type of Cellular Phone Desired: \_\_\_\_\_ COST OF PHONE \$ \_\_\_\_\_

Optional Accessories: \_\_Extra Battery \_\_Cigarette Adapter \_\_Leather Case \_\_Sit-in Charger

Cellular Service Carrier Is Desired: \_\_\_\_\_ VERIZON \_\_\_\_\_ CINGULAR WIRELESS

Additional Cellular Options Desired: (Monthly)

_____ Roadside Assist-Verizon \$2.95	_____ Enhanced-Voicemail \$4.95 Verizon
_____ Mobile Web-Verizon \$6.95	_____ Voicemail-Cingular \$1.99
_____ Basic-Voicemail-Verizon \$3.95	_____ Roadside Assist-Cingular \$ 2.99

*PeopleSoft Chartfield to be Charged*

BUS UNIT -	FUND -	SUB FUND -	DEPT -	CLASS -	PROG -	PROJ -	PROD -	AFFILIATE -	PROJ BUS UNIT -	ACTIVITY ID -	BUDGET REF
(5)	(3)	(5)	(6)	(5)	(3)	(3)	(6)	(5)	(5)	(15)	(8)

**I acknowledge that I am authorized to sign of the above listed FRS 6 digit account number, authorize the issue of above listed cellular phone and the department agrees to pay for services in accordance with the Cellular Telephone Lease Agreement and Charge Schedule.**

\_\_\_\_\_  
**Authorized Name (typed or printed)**

\_\_\_\_\_  
**Authorized Signature**

Fax completed form to: Information Services-Voice Operations Cellular Telephone Division ATTN: Mike Copado / Don DeFoore FAX Number: 25799 Phone: 25782 or 25747	Picked Up By: _____ Date: _____ ESN Number: _____ Cellular Number: _____ Model Number: _____
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