

Procedure for Requesting Pagers and Cellular Equipment

RESPONSIBILITY**ACTION****Requester**

1. Complete a Pager/Cellular Equipment Request form, available from Equipment Request form, available from MTE.

Note: If the employee is requesting reimbursement for use of his/her personnel cellular equipment for occasional City business, a request in writing must be submitted to the agency head for approval prior to any City-related usage for reimbursement on an employee expense account report. If agency head grants approval of this type of use, the original invoice from the carrier with the City business calls circled must be attached the employee expense report).

2. Forward the Pager/Cellular Equipment Request to agency or bureau head.

**Agency or
Bureau Head**

3. Review request for accuracy and completeness.
4. Approve or disapprove request:
 - a.) If disapproved, return the request unassigned to supervisor. Procedure ends here.
 - b.) If approved, sign request and forward to the Municipal Telephone Exchange (MTE).

RESPONSIBILITY**ACTION****Municipal Telephone
Exchange (MTE)**

5. Evaluate request.
6. Contact requester and arrange for pick-up of equipment.
7. Prepare PAGER /CELLULAR EQUIPMENT DRAW RECORD RECEIPT AND AGREEMENT (125-011) (AM-509-2-2).

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AM-509-2-1

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Requester

8. Accept assignment of pager. Sign PAGER RECEIPT AND AGREEMENT. Retain "EMPLOYEE COPY" for personal files.
9. Distribute PAGER RECEIPT AND AGREEMENT as follows:

RESPONSIBILITY

ACTION

- Forward "AGENCY COPY" to agency or bureau head.
 - Retain remaining copies for files.
10. Distribute TELEPHONE SERVICE REQUEST as follows:
 - Forward "AGENCY FINAL COPY" to agency.
 - Retain remaining copies for files.
 11. Bill agencies directly each month through Customer Information Control System (CICS) automated system maintained at BAMIS.