

Cell phone consolidation program- July 1, 2010

Effective July 1, 2010, all Verizon cell phones on campus will be put under one contract with Verizon Wireless. This measure will result in considerable cost savings for the University as well as improved service. The cell phones will be billed internally to each department as part of the departmental phone bill.

Starting with the September 2010 departmental phone bill, the cell phone charges will be added along with the months of July and August in order for the transition to take place. The cell phone bills will be paid from the university telephone account so no lapses in service will occur during the transition months.

Q. How will my department pay for the cell phones we use?

A. All cell phones will be consolidated into one University-wide account which will be paid from the University telephone budget. The individual phone charges will be billed internally through the monthly departmental phone bills. No purchase orders are needed for the monthly cell phone charges.

Q. What if I get a Verizon bill?

A. Send it to Clare Lafferty in Information Resources in Memorial Hall for processing

Q. What if I need to order a new or upgraded phone?

A. A new phone will need a purchase order issued with Verizon Wireless as the vendor. The purchase order **must** list the person and contact information for the new phone for billing purposes. An upgraded phone, if free, does not need a purchase order but if there is a cost, a purchase order must be issued.

For pricing and upgrading information, please contact Michelle Gialanella at Verizon Wireless at (609) 335-1175 or michelle.gialanella@verizonwireless.com

Q I need to order accessories for my phone, like a case or adapter. How do I do that?

A. Contact Michelle Gialanella at Verizon Wireless for pricing information. A purchase order must be issued to order accessories.

Q. I need a copy of my actual cell phone bill for my department. How do I get one?

A. Contact Clare Lafferty in Information Resources for copies of invoices.

Q. Our department wants to cancel a line. How do we do that?

A. Contact Michelle Gialanella at Verizon Wireless for cancelation of lines.

If there are any other questions, please contact Clare Lafferty in Information Resources at extension 4402 or lafferty@rowan.edu. If there are purchasing questions, please contact Christine Brasteter in Purchasing at extension 4171 or brasteter@rowan.edu