

UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000 (Previously Policy 5.5.5)
Section 5.2	Infrastructure Solutions	Revised:	April 2017
Policy 5.2.9	Acquisition of Telephone Equipment and Communications Service	Responsibility:	Vice President and Chief Information Officer

ACQUISITION OF TELEPHONE EQUIPMENT AND COMMUNICATIONS SERVICES

Policy

The purchase, lease, subscription, or rental of telephones, signal transmission services, or voice processing equipment is provided as a service to the other departments of UT Health San Antonio. IMS – Infrastructure Solutions will ensure that it is properly acquired; state reporting requirements are met; compatibility with existing equipment is maintained; facilities are optimally used; and, the communications needs of the department are met in a cost effective manner.

Wireless printers are prohibited on UT Campuses.

Only IMS – Infrastructure Solutions is authorized for all telephone installations, moves or disconnects. Departments are not permitted or have an outside vendor complete these services.

To acquire any of these services, submit an [IMS Service Request](#).
