

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:	May 2018
Policy 5.2.9	Acquisition of Data, Voice, and Video Services	Responsibility:	Vice President and Chief Information Officer

ACQUISITION OF DATA, VOICE, AND VIDEO SERVICES

Policy

The purchase, lease, subscription, or rental of telephones, signal transmission services, voice processing, and networking connectivity equipment is provided as a service to the other departments of UT Health San Antonio. Information Management and Services (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 Health San Antonio campuses.

Only IMS – Infrastructure Solutions is authorized for all telephone and data installations, moves or disconnects. Departments are not permitted nor have an outside vendor complete these services.

IMS installs Ethernet and fiber-optic cables for data, voice, or video for offices, labs, and other facilities at all UT Health San Antonio campuses. The physical-layer infrastructure for the University’s networking services, departmental networks, underground copper cable plant, and microwave radio links to other University sites in San Antonio and Laredo are also part of this service.

Media cabling through building pathways shall only be installed or modified by IMS personnel and IMS approved contractors. Contractors must be vetted and approved by IMS; follow University building codes and standards; and adhere to IMS, Environmental Health & Safety, and Facilities Management inspections.

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