

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 5	Information Management & Services	Effective:	June 2000
Section 5.5	Information Management Client Support Services	Revised:	December 2009
Policy 5.5.5	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, (including mobile telephones and mobile airtime services), signal transmission services, or voice processing equipment is provided as a service to the other departments of the Health Science Center. Information Management Client Support Services (IMCSS) 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.

To acquire any of these services, submit a [Telecommunications Service Request](#) to IMCSS.
