

In an effort to track selected BNRG equipment and services that may have reoccurring payments; new procedures have been implemented for Equipment Distribution, Inventory and Fee (EDIF) charges for tracking equipment and maintaining payment schedules and service contracts. Outlined below are the equipment types and the services we are paying for. New procedures on distribution, inventory maintained and cancellation are also listed.

### **Cellular Telephones**

Cellular telephones are provided to individuals identified by the Principal Investigator (PI). All requests should be forwarded to Bob Miller for procurement, establishment of services and inventory. Services are paid to CNS – Communications and Network Services on Campus utilizing an internal payment process. In an effort to track expenditures and equipment we would like all services to be established utilizing CNS's services. CNS receives a campus discount rate from most vendors. This adds as a cost savings to our Unit.

Procedures for distribution and maintenance of Cellular Telephones

- You or your student should submit cellular telephone equipment and service orders to Bob Miller. Bob will complete the order and request the equipment and services.
- Complete the EDIF- Return to Bob Miller 634 Soda Hall
- Upon the students departure from the Project or the University the student will be notified by our office that they have the option to purchase the equipment and must transfer the service over to a personal account. They will have thirty days to transfer the service, after the thirty days our office will cancel the services.

*(If a PI wishes to donate the equipment to the student a form must be completed, the option is yours.)*

### **Internet Access Services – Off Site Use Only**

Internet Access Services are provided to individuals as identified by PI. The Unit pays for Internet Access, DSL or ISDN lines utilizing Campus CNS services. Other methods of payment are Procurement Card-Master Card and Personal Reimbursements.

Procedures for establishing and maintenance of Internet Access Service Accounts

If Pacific Bell is the provider, provide a current Pacific Bell telephone bill to Bob Miller, he will covert the payment over to the CNS campus payment program. Benefits are cost savings; effective auditing, tracking and it will decrease the work effort of the AA's and GA's.

All other services providers which individuals pays utilizing a personal credit card that has reoccurring charges on a monthly bases should be converted over to a departmental credit card account. Please have individuals provide a current bill to Bob Miller, he will convert the payment method over to the Units Master Card credit card. This will assist the Unit with tracking expenditures, cost savings and decrease the AA's and GA's workload.

Current list of individuals currently receiving this service is attached. Please confirm the funding source which the account is being charges. If you no longer wish to pay for these services for the individual identified or wish to change the funding source please advise your GA. If you have individuals you wish to convert over please forward names to Bob Miller.

### **Laptop Computers**

If you have individuals who have laptop computers assigned to them and they have not completed an Equipment Distribution and Inventory Form, please have them see Bob Miller right away. At present we have limited information on who has laptops assigned to them by their PI's. This is excluding the Undergrads who received laptops from EECS. This is only for BNRG Projects.

### **Personal Computer – Off Site Use Only**

If you have student who have PC that are not housed here on Campus, please have them contact Bob Miller in order for him to verify the status of the equipment and update the inventory list.

If students have graduated or left the University and have equipment assigned to them, please let Bob Miller know.