



Standard Operating Procedure (SOP) Telephone/Data requests

Table with 4 columns: SOP No., Department, Dept. Head Approval, Director Approval. Includes handwritten signatures and dates.

Purpose:

Work in conjunction with OIT and Verizon to initiate a telephone/data request.

Procedure:

- 1. Determine project design with users. 1.A. Determine outlets/locations required. 1.B. Work with estimator to determine final budget requirements. 1.C. Draft all necessary drawings. 1.D. Compile all necessary specifications and/or cut sheets (wire mold, floor boxes, specialty items, etc.). 2. If project budget is \$0-\$24,999, continue with Item 3 below [no UPC approval is required (UPC Process DC-0003)]. If project budget is \$25,000-\$100,000, submit drawings, specifications, cut sheets and UPC form to Rob Moyer on the I:\DOCUMENTS\UPC folder for the next meeting month in pdf format. 2.A. Follow up with an email to Rob stating that you have submitted a project for review. 2.B. Obtain UPC approval before requesting funding. 2.C. If UPC does not approve, project must be re-designed or cancelled. 3. Submit request for funding to the requestor via Work Control. Funding is to be received before any further steps can be taken (Project Initiation DC-0001.1). 4. Submit ticket request to OIT by calling HELP line at 293-4444. 4.A. Email drawings to Rebecca Collins so she can forward to Verizon. 4.B. A quote from Verizon will be sent to the Project Manager via email. 4.C. Work Control needs to be directed to release funding to OIT once the quote from Verizon is approved by the Project Manager. 5. Submit a requisition form (need-by form) for Verizon work to Operations Coordinator. This is not for payment, but so that the information will be entered into TMA. 5.A. Be sure to include on requisition form if the transaction is to be a VISA purchase. 5.B. Be sure to include on requisition form what task the transaction is to be (FF&E, Construction, etc). Tasks are listed on funding request form.

5.C. If project amount is more than \$5000, a Purchase Order must be issued from Procurement before any work can begin or material can be ordered. Project Manager will be notified by email.

5.D. Once Operations Coordinator has entered the requisition into TMA, Project Manager must sign the form and make a copy for Project Manager's records.