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**PROCUREMENT SERVICE CENTER**

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## **How to Buy Cellular Phone/PDA Service** <sup>[1]</sup>

This commodity includes wireless telephone service.

### **Procurement Options and Procedures**

- **\$5,000 or less:** Use a University issued Procurement Card.
- **Above \$5,000:** ?Submit a Purchase Order Requisition through the CU Marketplace.

### **Pooled Minutes**

Departments should consider Pooled Minutes per the following guidelines. Pooled minutes have advantages over individual plans per user. To take advantage of a pool plan, you must have 5 or more lines.

1. If a department has users with fluctuating usage and does not want to bother with overage charges on a regular basis, a pool plan would even out costs and minutes across all users.
2. A pool plan lowers the administrative work on an account as there is one pool of minutes with each user contributing minutes to the pool and one bill for all phones within the pool. The administrator of the bill does not have to worry about changing plans constantly due to overages. When the administrator of the bill feels like their users are getting close to using their total pool each month, the pool can be increased to cushion higher usage.
3. Individual plans have their benefit if the user needs to apply their specific costs to a specific budget or grant money.

### **Supplier Information**

Contact the following supplier representatives to obtain a price for specific service and equipment, or to place an order for service using your Procurement Card.

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## **AT&T** [2]

### **Contact Information**

- Trevor Helm: 801.580.4778 - [rh7055@att.com](mailto:rh7055@att.com) [3]
  - Eric James: 801.313.8300 - [ej7546@att.com](mailto:ej7546@att.com) [4]
  - National Business Services: 800.999.5445
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## **Sprint** [5]

### **Contact Information**

#### **Jessica Deist**

- Account Executive
  - O: 720.420.6803
  - M: 719.649.2431
  - [Jessica.Deist@sprint.com](mailto:Jessica.Deist@sprint.com) [6]
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## **Verizon** [7]

### **Contact Information**

#### **Terry Wright**

- O: 303.241.9599
- [terry.wright1@verizonwireless.com](mailto:terry.wright1@verizonwireless.com) [8]

Online account access is available through Verizon. To enroll, contact Terry Wright with:

- The authorized person's name to access the account
- The account number
- The authorized person's email address

You will receive an email with your username and password.

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## **T-Mobile** [9]

### **Contact Information**

#### **Michelle Blohm**

- Government Account Manager
- O: 303.520.0086
- [michelle.blohm1@t-mobile.com](mailto:michelle.blohm1@t-mobile.com) [10]

## State Price Agreement

State Price agreements <sup>[11]</sup> are available online.

- **AT&T:** # 72551YYY07M/NASPO, valid through 7-1-2019
- **Sprint:** # 72551YYY06M/NASPO, valid through 6-30-2019
- **Verizon:** # 72551YYY05M/NASPO, valid through 6-30-2019
- **T-Mobile:** # 72551YYY08M/NASPO, valid through 6-30-2019

## Purchasing Agent

### Kathy Chang

- **Phone:** 303.764.3418
- **Fax:** 303.764.3434
- **Email:** [Kathy.Chang@cu.edu](mailto:Kathy.Chang@cu.edu) <sup>[12]</sup>

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**Source URL:** <http://www.cu.edu/psc/how-buy-cellular-phonepda-service>

#### Links:

[1] <http://www.cu.edu/psc/how-buy-cellular-phonepda-service>

[2] <http://www.att.com>

[3] <mailto:rh7055@att.com>

[4] <mailto:ej7546@att.com>

[5] [http://www.sprint.com/mysprint/pages/sl/global/index.jsp?context=CC&s\\_tnt=171914:15:0](http://www.sprint.com/mysprint/pages/sl/global/index.jsp?context=CC&s_tnt=171914:15:0)

[6] <mailto:Jessica.Deist@sprint.com>

[7] <http://www.verizonwireless.com/>

[8] <mailto:terry.wright1@verizonwireless.com>

[9] <http://www.t-mobile.com/>

[10] <mailto:michelle.blohm1@t-mobile.com>

[11] <https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp>

[12] <mailto:Kathy.Chang@cu.edu>