POLICY

The Medical School has established a corporate account with Arch Wireless Paging. Any pager leased or bought by the Medical School is the property of the Medical School. The end user of any Medical College pager bears sole responsibility for returning the pager upon termination of employment. The end user is also responsible for reimbursement to the Medical School in the event a pager is lost.

Any questions concerning pagers can be directed to Materials Management.

PROCEDURES

To ensure that pagers units are available for new activation or replacement on a timely bases and to establish a centrally coordinated system to ensure that new or replacement pagers are issued properly for accounting purposes.

New or Replacement Pagers:

1. Call Materials Management - Spare pagers (digital and alpha) from Arch Wireless for EVMS are available from buyer’s office. An inventory of pagers is maintained at all times to meet immediate requirements and to eliminate the lead-time for pagers to arrive through normal shipping methods from the vendor. Anyone needing new or replacement pagers should contact Materials Management, Ext. 5224 prior to 2:00 pm and buyer will have pager(s) activated and issued the same day. Central Receiving will deliver all such requests on a timely basis during their daily afternoon delivery schedule.

2. Requests made after 2:00 pm will be delivered on the next business day. If it’s an emergency, indicate at the time of request and Materials Management can arrange for faster delivery to the recipients.

3. In the case of replacement pagers, Materials Management will ensure that defective pagers are returned to the vendor for proper credit. Therefore, requestors must “turn in” their defective pagers at the time of delivery of the replacement.

4. Requestors will have to inform the buyer the corresponding PO number at the time of request. For replacements, an already established PO number should be referenced. For a new pager service, the requestor needs to reference the approved requisition in OneSource.