



TO: Deans, Directors, Department Heads, Business Managers and  
Departmental Secretaries

FROM: Betty Gil  
Director of Purchasing

DATE: February 15, 2007

SUBJECT: University issued Cell Phones

The State Division of Purchases has recently awarded the new Master Price Agreement (MPA#299) for cell phone service with Nextel Communications and Verizon Wireless through 12/31/09.

Please be advised that blanket purchase orders must be processed for all cell phone services. Invoice Vouchers may be used only when paid for exclusively with private funds. Please visit our web site at [www.uri.edu/purchasing](http://www.uri.edu/purchasing) to complete the Cell Phone User Information Spreadsheet, attach to your college requisition and forward to Purchasing by 2/23/07.

Once we have compiled the necessary information we will begin issuing new blanket purchase orders. In the meantime, we are working with the Accounts Payable Office to ensure that payments will continue to be made against your existing blanket purchase order without an increasing requisition.

If you have any questions, please contact Tracey Angell at x42326.