DESCRIPTION

T&E Card is the required Payment Method for UVA Cellular/Wireless Service & Phones Contract Suppliers. Each contract wireless carrier information is listed below:

AT&T

Point of Contact

Pete Hatcher
Government Account Manager
State Local & Education
804-334-2490
PH3193@att.com

Cellular/Wireless service and phones may be purchased from AT&T using the following procedure:

1) Review the available service plans / pricing listed here:
   • AT&T - Government / Higher Ed -
     https://www.fairfaxcounty.gov/cregister/DownloadPDF.aspx?
     AttachmentID=0d9a301d-86b9-4cd4-901f-5aa4c56e8d61

2) Review AT&T coverage areas by visiting: https://www.att.com/maps/wireless-coverage.html
   4G LTE coverage is available on all cell sites throughout the Charlottesville area, as of January 28, 2022.

3) Review AT&T phones and products - note that pricing and inventory changes often: https://www.att.com/wireless/

4) Contact one of the AT&T representatives listed above to place an order.
Point of Contact
Keith deRenouard
434-981-8011
(540) 512-5763
keith.derenouard@verizonwireless.com

For Customer Service, Billing and Technical Support, call (800) 922-0204 or email: federalaccountsupport@verizonwireless.com

Cellular/Wireless service and phones may be purchased from Verizon using the following procedure:

1) Contact the Verizon representative listed above.

2) The Verizon representative will help with an analysis of the best plan/rate to accommodate the department’s needs.

The contract can be found at www.gsaadvantage.gov at any time under ‘Verizon Wireless’

3) Verizon will fill out a portion of its GSA Short-Form ordering document and then send to the department to complete and return. NOTE: Departments are authorized to sign the form.

4) Verizon will setup account and send email back to department to validate order. It will take approximately two to three business days to setup a new account and then another two days to receive your phone (Verizon uses FedEx 2 day delivery at no charge).
Cellular/Wireless service and phones may be purchased from T-Mobile using the following procedure:

1) Contact one of the T-Mobile representatives listed to determine the best wireless plan/phone.

2) Either provide a University Purchasing Card (P-Card) information at the time of ordering if automatically-card billing each month is preferred, or have the invoice sent directly to your department and pay with P-Card (POs are not allowed).

3) The T-Mobile representative will send an email to you confirming your order.

4) Expect delivery of your phone within two to three business days. Overnight delivery is available at a charge of approximately $20.00.

The contract can be found at [www.gsaadvantage.gov](http://www.gsaadvantage.gov) at any time under `T-Mobile USA`