

RADIO NEW EQUIPMENT REQUEST

Instructions for completing the request

1. One form must be completed for each new radio being requested.
2. All requests must include a Purchase Order number. The Purchase Order should be made out to 'Utah County Treasurer' and must include the equipment cost and lease amount. Contact the Telecommunications Division to obtain equipment and lease costs.
3. *Name of employee equipment will be assigned to* should be the name of the employee who will use the radio. If the radio is for a shared use, the name should indicate such use (i.e. 'RESERVE' or 'CONTROL ROOM'). Due to officer safety and damage liability concerns, shared use radios are assigned only in very limited circumstances.
4. For vehicle mounted and other permanently installed radios the location, including building name and room number or vehicle number must be given on the request to allow us to properly prepare for the installation and track the equipment.
5. Indicate the Department and Division the equipment will be assigned to. This will establish accurate records for correct lease billings. Radios are assigned to individuals and stay with individuals if they are transferred to other divisions.*
6. Indicate by checking the appropriate box if the request is for a vehicle mounted or a handheld radio. If another type (such as base station) is required, don't check either box and indicate the requirement in the *other information* section.
7. Indicate by checking the box if the costs will be paid with funds from a grant. Items purchased with grant funds will not be taken from stock and will require additional lead time for special order to meet Auditor's Office invoicing requirements. There are no exceptions.
8. Please give any other information that may be pertinent to the installation.

Requests that are not signed, have incomplete information, or do not have a purchase order number may cause delay in completion.

While every attempt is made to keep equipment in stock for use as needed, orders can take up to eight weeks to arrive from the supplier. Please plan accordingly. Radio orders for new vehicles should be submitted at the same time the vehicle is ordered. Equipment that will be reimbursed by grant funds can no longer be taken from stock and must always be ordered from the supplier. Please allow appropriate lead time.

* When a division purchases a radio or pager (hereinafter referred to as radio) that division retains an allocation for a radio even if the employee or vehicle the radio is assigned to moves to another division. In such cases, the division receiving the employee is responsible to provide a radio back to the division the employee came from. If an employee is terminated their assigned radio should have been returned to the radio shop so that it may be reassigned when a replacement employee is hired. If a new position is obtained, the division with the new position is responsible to purchase a new radio, even if the new position is filled by an existing employee who transfers from another division and already has a radio.

