
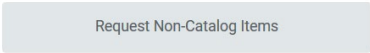




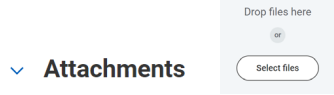



Wireless & Cell Phone Charges in Workday

Charges are paid through the departmental SPA card. This PO will only be issued for documentation and auditing purposes. After approval it will be deleted. [Cell Phones and PDA Policies and Procedures](#) For new service complete the [Cell/PDA Request Form](#) and attach it to the Workday requisition.

Create a Purchase Requisition	
1. Log into Workday.	http://workday.miami.edu
2. Click Purchases .	 Purchases
3. Click Request Non-Catalog Items .	
4. Complete the fields:	Requester: (Requisition Creator's Name) Company: 200 or 500 Currency: USD Requisition Type: Service Contract/Quote Deliver-To: (Your building name and room number) Ship-To: (Your physical address and room number) Program: (E.g., PG00####) Click OK .
5. <i>Requisition Currency</i> field	USD
6. Click Request Service .	<input type="radio"/> Request Goods  <input checked="" type="radio"/> Request Service
7. <i>Description</i>	Important: Do not type credit card information. Include: <ul style="list-style-type: none"> • Wireless user's name (E.g., Sebastian Ibis) • Wireless phone number (E.g., 305-###-####) • Device model information (E.g., iPhone14, 128 GB, silver) • PCard <ul style="list-style-type: none"> ○ Last 5 digits ○ Name on card
8. <i>Spend Category</i>	SC08877 – Mobile Phones
9. <i>Supplier</i>	<ul style="list-style-type: none"> • AT&T Mobility (ID: p15374694) • Verizon Communication Inc. (ID: p18526617) • T-Mobile USA Inc. (ID: p46798383)
10. <i>Supplier Contract</i>	(leave blank)
11. <i>Start Date</i>	(leave blank)
12. <i>End Date</i>	(leave blank)
13. <i>Extended Amount</i>	\$1.00
14. <i>Memo</i>	(optional)
15. Click Add to Cart .	
16. Click the shopping cart icon.	
17. (upper right)	
18. Click Checkout .	
19. Review the requisition details.	
20. Attach supporting documents. (E.g., Cell PDA Request Form and email correspondences to Supply Chain)	
21. Click Submit .	

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Next Steps

Check the Requisition [Status](#).

View Requisition RQ-0000715601

Company 500 Miller School of Medicine	Requester Employee: Marianna Lekakis	Status In Progress	Total Amount 1,141.47 USD
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Goods Lines **Process History**

Requisition Event	Approval by Program Manager	Awaiting Action
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