Texas A&M University - Kingsville Verizon – Instructions on how to gain access/services/goods.

Anytime a department is seeking new service or renewals, they must send all contracts/agreements to procurement for review. Departments do not have the delegated authority to sign for TAMUK agreements. An agreement signed by TAMUK employees assume personal responsibility and hold full liability of the agreed terms.

Gaining Online Access to Existing Verizon Accounts

Contact the procurement department at <u>procurement@tamuk.edu</u> to request access to an existing account. Send an email with the name of the department, point of contact needing access and department's Verizon account number and phone number associated with the device. Procurement has the administrative access to the overall Verizon account and can send the department log-in information to view department devices, and bills.

Creating a New Account/Service

Verizon Point of Contact

Contact Anita Law TAMUK's Verizon representative to open a new account for services and make sure to include <u>procurement@tamuk.edu</u> in the email request. The department must show departmental approval in the email by attaching the department head personnel. Verizon POC –

Anita Law (Email anita.law@verizonwireless.com)

Client Executive- Government Verizon Business Group M 281 380 0015 5444 Westheimer Houston, Texas 77056 VCRT (Verizon Crisis Response Team) 800-981-9558

Verizon Frontline for Public Safety Verizon Frontline Link

WEHD (Wireless Enterprise Help Desk) 800-525-0481