Directions for Bay Alarm Services

If you have an existing alarm system:

As a reminder, Facilities Management will pay for the transition costs from Safecom to Bay Alarm. Your department will pay for the Monthly Alarm Monitoring Fee ($48.00/month). To facilitate this process, your department will need to complete a Draw Down Vendor Blanket. This cost can be split among departments, and the order will route through those departments for approval.

The Draw Down Vendor Blanket should be set-up using the following field selections:

**Supplier:**  BAY ALARM SERVICE; Type in “Bay” and select Bay Alarm. The address and phone number will auto-populate.

**Quote/Agreement No.:**  132501A43

**Dates:**  select your Start and End date for a period of 3 years (36 months)

**Description:**  Provide 24-hour monitoring to the University of California, Santa Barbara, Department of ______, for leased and installed Alarm System located in
Bldg:____
Floor____
Room____

**Unit Price:**  $48.00 x 36 months = $1728.00

Screen shots below:
Completed Vendor Blanket Form:

After completing the form, click Add and Go to Cart: Go.

Scroll down for more directions...
Complete your shopping cart. Add commodity code and object code.

**Commodity Code:** 72000000

**Object Code:** 7260

Finalize Cart. Complete the Accounting Code information and shipping address.