



Technology Purchasing Policy 812.0 Information Services/Finance

I. Purpose and Scope

The Technology Purchasing Procedures apply to all computing, software, and network related resources of UACCB, whether located on the campus or in remote locations or facilities, purchased via either restricted or unrestricted funds.

Information Services offers some technology products that can be provided to a department via internal service delivery. These opportunities will be brought to the attention of the department during the quote/approval process, or departments can inquire about availability anytime by contacting the helpdesk.

II. Policy

Technology Approval or Quote Request Process

Information Services and the procurement department require approval of certain IT related items to ensure the purchase is compliant, assist in the selection of the appropriate product at the best value, and protect the university from possible security risks.

It is the department's responsibility to attach the original Information Services approval to the requisition in Workday.

The items listed below cannot be purchased without prior approval, and requests are submitted via helpdesk.

Resources requiring approval include but are not limited to:

- Computing devices such as desktops, laptops, all-in-one computers, tablets, all Apple devices, servers, sub-computers (e.g., Raspberry Pi),
- Memory and processing units including but not limited to, external drive, external portable drive that will be used in university owned equipment, central processing unit (CPU), and graphics processing unit (GPU).
- Initial purchase of software, licenses, SaaS, subscriptions, and cloud hosted services. Renewals do not require updated approvals unless the user agreements or terms have changed.
- New mobile, cellular, or data plan services for devices such as cell phones, hotspots, tablets, laptops or VOIP equipment.
- Peripheral equipment that will connect to the UACCB network such as Wi-Fi products, printers, scanners, etc.

IT approval and quote request steps are detailed below:

1. Submit an Information Services helpdesk ticket describing the desired technology purchase. Information Services will assist the department in selecting the appropriate equipment and obtaining a quote from an approved supplier.
2. The preferred method (PO or P-card) of procurement can be included in your request.



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3. Depending on whether Information Services or the department obtains the quote determines the next step:
 - A. If Information Services obtains the quote, it will be forwarded to the department for review and approval. If the department does not approve the quote, Information Services will work with the department to obtain an acceptable quote that meets the needs of both the department and university.
 - B. If the department obtains the quote, it will be forwarded to Information Services for review and approval. If Information Services does not approve the quote, the department will work with Information Services to obtain an acceptable quote that meets the needs of both the department and the university.
4. It is the responsibility of the requestor to include a PDF of all Information Services approvals in the Workday Business Process associated with the purchase. Examples include but are not limited to:
 - Helpdesk ticket
 - Emails
 - Quotes

Additional Technology Purchasing Details

Technology Related Purchasing Process

1. Once an acceptable quote is obtained, the department will follow university procurement procedures to place the order with the supplier.
2. All technology related purchases processed in Workday must use the IT related purchase requisition type.
3. **Appropriate spend categories should be selected to ensure that your purchase is accurately reflected and downstream processes are initiated.** When purchasing a software product that needs to be electronically delivered, the delivery address should be listed on the requisition as:

*****License electronic delivery to: informationservices@uaccb.edu.** Information Services will inform the requesting department when the delivery is complete.
4. It is the department's responsibility to follow university receiving procedures to approve payment of invoices
5. If there is an issue with the delivery of goods, the department should contact the supplier and reach out to their buyer if they need assistance.
6. It is the department's responsibility to ensure their technology purchase has been tagged by selecting the



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appropriate spend category.

Method of Purchase Recommendations

The following methods may be used for IT related purchases:

1. Punchouts (Requisition Type: IT Related Purchase):
 - A punchout, a mechanism that will take a user to a supplier's website within Workday and allow for direct ordering by the department, has been created in Workday for select contracts including some IT related contracts.
2. Purchase Order for Non-Catalog Purchases (Requisition Type: IT Related):
 - When purchasing IT related goods and services you should submit a requisition in Workday along with all supporting documentation. Workday requisitions will route automatically to Information services for approval.
3. P-Card:
 - If purchasing using a P-card you must get prior approval from Information services through a helpdesk ticket. The itemized receipt and Information Services approval should be attached to your credit card verification. It will also be the department's responsibility to complete the asset process for any equipment purchases on p-card.

Voluntary Products Accessibility Template (VPAT)

Regardless of dollar amount, if the purchase has a technology component, the selected vendor is required by Arkansas law to complete a Voluntary Products Accessibility Template (VPAT) prior to the purchase. This form certifies that the purchased technology is accessible to visually impaired or blind individuals. The procurement department and Information Services will ensure that the VPAT form is in place prior to purchase, which is one of the reasons for the pre-approval process outlined above.

Technology Access Clause

Arkansas law also requires that all solicitations (quote bids) have the following language included as part of the bid package. If the department is soliciting bids without the assistance of the procurement department or Information Services, **this language must be included or the bid will be null and void:**

1. When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated §25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The Vendor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that technology meets the statutory requirements found in 36 C.F.R. §1194.21, as it existed on January 1, 2013 (software applications and operating ICSSs) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet



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information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.

2. ACCORDINGLY, THE VENDOR EXPRESSLY REPRESENTS AND WARRANTS to the State of Arkansas through the procurement process by submission of a Voluntary Product Accessibility Template (VPAT) for 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating ICSs) and 36 C.F.R. § 1194.22, that the technology provided to the State for purchase is capable, either by virtue of features included within the technology, or because it is readily adaptable by use with other technology, of:
 - a. Providing, to the extent required by Arkansas Code Annotated §25-26-201 et seq., as amended by Act 308 of 2013, equivalent access for effective use by both visual and non-visual means;
 - b. Presenting information, including prompts used for interactive communications, in formats intended for non-visual use;
 - c. After being made accessible, integrating into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired;
 - d. Providing effective, interactive control and use of the technology, including without limitation the operating system, software applications, and format of the data presented is readily achievable by nonvisual means;
 - e. Being compatible with information technology used by other individuals with whom the blind or visually impaired individuals interact;
 - f. Integrating into networks used to share communications among employees, program participants, and the public; and
 - g. Providing the capability of equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.
3. State agencies cannot claim a product as a whole is not reasonably available because no product in the marketplace meets all the standards. Agencies must evaluate products to determine which product best meets the standards. If an agency purchases a product that does not best meet the standards, the agency must provide written documentation supporting the selection of a different product, including any required reasonable accommodations.
4. For purposes of this section, the phrase "equivalent access" means a substantially similar ability to communicate with, or make use of, the technology, either directly, by features incorporated within the technology, or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Americans with Disabilities Act or similar state and federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands or other means of navigating graphical displays, and customizable display appearance. As provided in Arkansas Code Annotated §25-26-201 et seq., as amended by Act 308 of 2013, if equivalent access is not reasonably available, then individuals who are blind or visually impaired shall be provided a reasonable accommodation as defined in 42 U.S.C. §12111(9), as it existed on January 1, 2013.
5. If the information manipulated or presented by the product is inherently visual in nature, so that its meaning cannot be conveyed non-visually, these specifications do not prohibit the purchase or use of an information technology product that does not meet these standards.

III. Related Information

Purchasing Policy 320.0

IV. Revision History



**Technology Purchasing
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Revised Date: