INFORMATION TECHNOLOGY PURCHASING POLICY

OPERATING PROCEDURES

Effective immediately; to comply with Arkansas law, all purchases of information technology must be accessible to the visually impaired. All employees utilizing information technology in their work or classroom must ensure that the technology is accessible to the visually impaired.

All purchases of information technology must be made through the Purchasing Office using a Purchase Request. The p-card is not to be used to purchase information technology requiring a VPAT.

All employees purchasing information technology must first evaluate the item for accessibility. Documentation should be attached indicating what was done to assure information technology is accessible. Determine how likely a visually impaired person may come into contact with the product. Purchases for information technology require that vendors provide a VPAT (voluntary product accessibility template) that details the product's accessibility for the visually impaired.

The SAU Tech VPAT log will be maintained by the (Information Technology and Telecommunication Services (ITTS) and Purchasing Departments in the MyCollege portal. VPATs will be listed in the log and will be identified by a number. Employees will need to log in, click **Employees->Employee Forms** and it will be under the heading **VPAT.**

Employees will first check the VPAT log for the relevant number relating to their product. If a VPAT is not listed on the log, they must check the vendor's website or contact the vendor for the VPAT. An electronic blank VPAT is also available on the log, and in Employee Forms, to send to vendors.

If a VPAT is obtained for a product that is not on the log, please e-mail it to the Director of ITTS or the Buyer, for inclusion to the log, and to obtain a VPAT number to enter to your Purchase Request. The VPAT number must be written on the Purchase Request to show we are in compliance.

If the VPAT does not meet the standards, an explanation from the vendor must be attached to the Purchase Request.

The Director of (ITTS) will continue to approve **all** information technology purchases.

A Purchase Request form is available in my MyCollege portal/Forms.

STEPS TO REMEMBER

- Evaluate for accessibility to visually impaired
- Determine if VPAT is required
- Obtain VPAT from SAU Tech website or vendor
- Enter VPAT number on Purchase Request
- Obtain signature of ITTS director
- Send to Purchasing
- **The p-card can no longer be used to purchase information technology requiring a VPAT**