Arkansas State University - Jonesboro

Effective Date: 01/31/13
Number: 05-46
Section: Finance and Administration
Subject: Information Technology Purchases

1. Arkansas law requires that Information Technology be accessible to the visually impaired.
2. Information Technology is defined as any electronic information processing hardware and software. Information Technology includes websites, online class postings, telecommunications, cellular devices, computers, copiers, facsimile machines, and other electronic programs and equipment. All employees utilizing Information Technology in their work or classrooms must ensure that the technology is accessible to the visually impaired.
3. No employee of Arkansas State University-Jonesboro may purchase, upgrade, or replace Information Technology unless that Information Technology complies with Arkansas law regarding the visually impaired. The Arkansas Office of State Procurement requires specific language in contracts with Information Technology vendors.
4. To insure that Information Technology purchases are compliant with Arkansas law, departments must follow the [VPAT review process](#) which is conducted through the Office of Process Innovation. Once accessibility has been tested and approved, the department may submit a Banner requisition to the Office of Procurement Services. Procurement will coordinate with Information Technology Services to ensure the technology purchase meets all laws and regulations. Any requested purchases which are not compliant will be denied unless it is determined that the purchase is permissible under an exception in the Arkansas law requiring accessibility.
5. Employees who do not follow this Operating Procedure will be personally responsible for all costs associated with the purchase of or removal of noncompliant Information Technology.
6. Any person encountering difficulty in accessing Information Technology should contact the Office of Disability Services.

Approved by Executive Council 08/12/13.

Revised November 1, 2017.