



## Technology Pre-Approval

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### To All Departments:

University Information Technology Services (ITS) has expressed concern about purchases of various software and hardware products requested by departments that have had or may have a significant effect on the University infrastructure. A new process requested by ITS to allow for review and approval of new technology products prior to actual purchase has produced a procedure that involves the support of the Procurement Office. The new process will be most advantageous for the University by consolidating purchasing efforts and reducing the cost of services for technology of this nature.

This pre-approval process is *not* for items ordered routinely from University or state contracts that are currently in use on our campus. Our focus will be on new and existing hardware and software purchases, as well as upgrades, that would take our institution to the next level and significantly affect the infrastructure of our campus network.

For technology requests that meet the expressed criteria, please plan ahead and involve the Procurement Office in the beginning of the process to allow additional time for successful transactions.

For questions regarding this process please contact Whitney Smith, Procurement Coordinator, Business Services, [wesmith@uark.edu](mailto:wesmith@uark.edu)

For questions related to ITS please visit their website: <http://its.uark.edu/>

Thank you for your attention and cooperation.

***Business Services | Procurement Office***  
<http://procurement.uark.edu/> | 479-575-2551