



Technology Pre-Approval

To All Departments:

Pre-approval of technology products/solutions prior to actual purchase will be most advantageous for the University by consolidating purchasing efforts and reducing cost. The focus of the pre-approval process is intended for new and existing hardware and software purchases, as well as upgrades. Technology should also have accessibility as well as data management and security reviews to ensure compliance with the various regulations we fall under. Involve IT Services early in the process:

If the response to the questions below is unknown please speak with your department IT person or email ITSPMO@uark.edu for assistance before submitting the purchase request:

- 1) Before making this software purchase, have you spoken to your department IT person or anyone in IT Services?
- 2) Will this product require storage or cloud services, network access or PCI network access?
- 3) Will this product require a maintenance contract, vendor support, renewal etc. meaning ongoing funding?
- 4) Are you purchasing this product/license from the company or a reseller?
- 5) Are you renewing licenses or software or is this a new purchase?
- 6) What problem will this solve for you, your department or college?

If you have any questions, please email ITSPMO@uark.edu.

For technology requests that meet the expressed criteria, please plan ahead and involve the Procurement Office in the beginning of your process to allow additional time for successful transactions. For questions related to procurement, contact your [Procurement Coordinator](#).

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

For questions related to web-based software and web accessibility, please visit the UA's WebFirst site: <https://webfirst.uark.edu/accessibility/>, or contact [Chris Nixon](#), Director of Digital Design and Development (UREL).

Thank you for your attention and cooperation.

Business Services | Procurement Office
<https://procurement.uark.edu/technology.php>