



PURCHASING TECHNOLOGY PRODUCTS CONTRACTS, POLICIES, GUIDELINES

For all university technology needs, follow the below guidelines for institutional purchases. University approved software and other available services can be found on the [IT website](#).

I. Guidelines for purchasing technology products:

- PCards and Personal Reimbursements are NOT allowed for the purchase of IT equipment. The items below are defined as assets. These items include, but are not limited to:

AV Equipment	Monitors
Camera Equipment	Printers
Cellular/Mobile phones	Scanners
Computer	Tablets
Copiers	Televisions
Lab Equipment with CPU	Video Equipment
Laptops	Video Gaming Equipment
Servers	Chromebooks
VR Headsets	Workstations
Apple TV	Chromecast
iPads	

- To ensure campus [minimum standard configurations](#) are maintained, laptops, desktops, tablets, workstations, and server purchase requests must be made using the requisition request [form in TDX \(TeamDynamix\)](#).
- Departments can utilize a purchase order to acquire **computer parts/minor accessories for less than \$500** from active Workday suppliers. A P-card may be used if the computer part/minor accessory is not listed in [policy 313.2](#) and **costs less than \$500**. Please review [p-card policies](#) and [Non-Allowable Pcard Purchases](#) to ensure rules are followed. Examples include, but are not limited to:

Batteries/UPS	Microcontroller
Docks/Hubs	Miscellaneous cables
Expansion board	Motherboards/logic boards
Ext/Int Drives	Power Supply
HDMI/SDI Capture device	Print filament
Headphones	Processors
Internal fans	Raspberry Pi
IOT device	Speakers
Memory	Webcam
Mice/Keyboards	

Exemptions beyond those specifically listed above must be explicitly approved, in writing, by the ITAM office ITAM@uark.edu. Any exemption granted is a ONE-TIME only situation; there are NO blanket exemptions. The exemption approval MUST BE ATTACHED to the transaction in Workday.

- Central receiving, tagging and distribution is required on IT assets valued at \$500 or as defined above through the IT Asset Management Office.
 - Users should change shipping information on requisitions in Workday to 155 S. Razorback Road. The ITAM office will arrange delivery of IT Assets to departments, receipt on purchase orders, and asset tag.
 - Departments must select the “IT Related Purchase” requisition type when purchasing IT products through Workday.
 - Preferred university suppliers should be used through either a state contract, approved cooperative contract, Workday punchout or preferred IT reseller.
- Dell, Apple and Microsoft institutional purchases formerly entered as Internal Service Deliveries (ISD) in Workday will now be requested through the [Requisition Request Form](#) in TeamDynamix.
- IT Services will create the requisition from the quote attached to the Requisition Request Form.

II. COMPUTERS/SERVERS/MAJOR EQUIPMENT ACCESSORIES:

The university offers IT hardware through contracted suppliers found in Workday.

Departments can purchase software products from a university preferred IT reseller or supplier in the Workday punch out through the cooperative [NASPO ValuePoint Software Contract](#) established at the state level.

III. COMPUTER PARTS / MINOR ACCESSORIES:

Purchase of computer parts is subject to the \$20,000 bid limit.

Departments can purchase computers, servers, storage, etc. from a university preferred IT reseller or supplier in the Workday punchout through the cooperative [NASPO ValuePoint Computer Contract](#) established at the state level.

IV. COPIERS:

Please navigate the [PMC Solutions website](#) for lease and purchase options.

Departments in other parts of the state of Arkansas should utilize the existing state contract accessible through the [Office of State Procurement Contracts](#) listing.

V. PRINTERS:

Localized printers are not recommended for on-campus offices or facilities. However, if needed, departments should use a university preferred supplier or the state contract accessible through the [Office of State Procurement Contracts](#) listing.

VI. SOFTWARE:

P-cards and personal reimbursements are not allowed when purchasing software. Any requests for exemptions must be sent to contract@uark.edu. Any exemption granted is a ONE-TIME only situation; there are NO blanket exemptions. The exemption approval MUST BE ATTACHED to the transaction in Workday.

A variety of software and licensing options are available to the University of Arkansas campus. A detailed listing of the types of software, licensing and availability is located on the [IT Services Get Software](#) webpage. For specific IT-related services including web

conferencing, storage, email, and phone services, please refer to the [IT Services](#) webpage. Unique software needs not listed are subject to the \$20,000 bid limit.

NOTE: Any software licensing agreement or contract that requires a signature must be reviewed/approved by General Counsel. Accessibility requirements apply to both hardware and software purchases where university funds are used.

a. **REQUIREMENTS FOR PURCHASING SOFTWARE/HARDWARE**

- All software and hardware purchases must adhere to the following requirements:
- To ensure that all technology purchases meet cybersecurity and accessibility requirements, departments and requestors are required to submit vendor cybersecurity and accessibility documentation for review before sending to legal review or purchasing the product.
- Staff members should request both a Higher Education Community Vendor Assessment Toolkit (**HECVAT**) and a Voluntary Product Accessibility Template (**VPAT**) also known as an Accessibility Conformance Report (ACR) from the vendor.
- The university has teams who review these documents to ensure they meet regulations and that we are providing a safe and accessible experience for our campus community.
- To avoid purchase delays, please collect and submit these documents as early as possible. If you collect and submit these forms at the start of the quote process, it can help to reduce purchasing delays. The review process can take 1-2 weeks, so please plan accordingly when making IT purchases.

b. **VPAT and HECVAT process is as follows:**

1. Request a VPAT and HECVAT from your vendor. If they don't have these documents available, the "VPAT" Review and "HECVAT Review" links below have blank templates that can be sent to the vendor to complete.
2. Submit completed VPAT and HECVAT in Team Dynamix for review. (Separate links)
3. Once you have obtained the completed forms, please submit them for review so that the University Accessibility Team may review the VPAT and the security team can review the HECVAT.

Click on the highlighted links to read more information about VPAT and HECVAT and how to obtain and submit them for review:

[VPAT Review](#)

[HECVAT Review](#)