What are the Processes for Purchasing Technology?

All technology purchases must be accessible to the visually impaired. This includes new technology purchases and software renewals.

A VPAT (Voluntary Product Accessibility Template) on most purchases will be required to verify the purchase is compliant with Arkansas law.

***The department is not required to obtain a VPAT from a state/cooperative contract items (ex. Dell).

Software cannot be purchased via the P-Card unless approved in advance to verify that it meets the requirements.

Software Purchases:

- **Software Purchase Request Form:** Before purchasing software, departments must submit the Software Purchase Request form along with the necessary documentation (e.g., VPAT and HECVAT or IT Security Questionnaire (PDF).
- **Security Review Process:** The IT Security team will review the submitted software documentation to ensure compliance with university and industry security requirements. The team will also work with the necessary users/departments to address any concerns with the vendor, if applicable.
- **Security Approval:** Once the software is approved by IT Security, the department will be notified and can proceed with the requisition process as per standard operating procedures. Procurement will also be notified of the security approval.
- **Existing Procurement Processes:** Please note that all current procurement processes remain in effect, including those for any purchases or contracts exceeding $20,000. Departments should contact Procurement at procurement@AState.edu for further guidance on these purchases.

Audio/Visual Equipment, Cisco Desktop Phone, Digital Signage, and TV Purchases: Contact ITS at 972-3033.

Cell Phone, MIFI and Data Plans (for iPads) - Contact ITS at 972-3033. You may also go to the Network & Wireless section of the Help Desk ticketing application.

On-Campus Purchasing from ITS
Vendor ID: 50554137

1. Obtain a quote from Information and Technology Services.

2. Initiate an online requisition to ASU Information and Technology Services.
3. Override the default Commodity Code description with the specific description and item number of the product being ordered.
4. Any additional information for line items should be entered in Item Text.
5. Enter quantity and amount.
6. Use Tax Group 'P' for services or 'U' for purchases.
7. Procurement will process the requisition and complete a purchase order
8. Procurement writes the PO number on the requisition, and then forwards the requisition and back-up documents to Accounts Payable for payment.

For more information, see the Information and Technology Services web site

Dell Purchases:
Vendor ID: 50005425

Use the following Commodity Codes:

- 20701 – Computer Supplies
- 20401 – Non-Capital Computers and Laptops
- 20402 – Capital Personal Computer

1. Request an e-quote from Shane Johnston, shanej@astate.edu
2. Initiate an order requisition
3. Override the default commodity code description with the description from the quote
4. Enter the following in Document Text:
    1. Line 1: 4600053723
    2. Line 2: E-quote number
5. Once the requisition is approved, Procurement will process it, place the order at Dell, and complete a purchase order. An email attachment of the purchase order will be sent to the initiator
6. Once the items have been delivered or picked up, the initiator should receive the items in Banner. When the order is incorrect, the initiator should contact Accounts Payable at 972-2315

Apple Purchases:
Information and Technology Services

Vendor ID: 50004884

Use the following Commodity Codes:

- 20701 - Computer Supplies
- 20402 - Capital Personal Computer
- 20404 - Non Capital-iPads, Tablets and Cell Phones
- 20401 – Non-Capital Computers and Laptops

1. Request a Apple Proposal from ITS, it_hardware@astate.edu
2. Enter an order requisition.
3. Override the default commodity code description with the description from the Apple Proposal received from ITS.
4. Enter the following in Document Text:
    1. Line 1: 4600055281
    2. Line 2: Apple Contract number 1013697
    3. Line 3: Account number 477550
    4. Line 5: Apple Proposal number
    5. Line 6: Who will this device(s) be for/Who will be responsible for the device(s)
5. Once the requisition is approved, Procurement will process it, place the order at Apple, add it_hardware@astate.edu to the email list, and complete a purchase order. An email attachment of the purchase order will be sent to the initiator
6. Once the items have been delivered or picked up, the initiator receive the items in Banner. When the order is incorrect, the initiator will need to contact ITS.

Please see the following guidelines for all ASU technology purchases:

- Technology Accessibility (VPAT)
- IT Security Questionnaire

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