

Hardware/Software Pre-Approval

To All Departments:

University Information Technology Services (ITS) has expressed concern about purchases of various software and hardware requested by departments that have had or may have a significant effect on the University infrastructure. A new process requested by ITS to allow review and approval of new technology has produced a new procedure that involves the Procurement Office to aid in the purchase of these items. 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.

The 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 do 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 contact Whitney Smith, Buyer - Procurement Office - Business Affairs, wesmith@uark.edu.

For questions related to ITS please visit their website:
<http://uits.uark.edu/main/index.htm>

Thank you for your attention and cooperation.