All technology purchases for Whatcom Community College must be approved by the IT Department, to ensure compatibility, support, purchasing, and accessibility requirements are met. The business office will not process technology purchase requisitions without IT approval. In some instances, the requester may need to obtain a current VPAT (Voluntary Product Accessibility Template) from the vendor to determine accessibility of the product and that it meets WCAG 2.0 Level AA requirements. Information on the policies and requirements are located at the end of this form.

Please complete the form in its entirety, providing as much information and detail as possible. Completed forms should be submitted to the Help Desk, LRN 116, [helpdesk@whatcom.edu](mailto:helpdesk@whatcom.edu). Evaluation of requests may take up to three weeks. The requester will be notified of the selection decision and the results of the accessibility evaluation.

Today’s date: MM/DD/YYYY Building and room: Enter building and room number here

Full name: Enter full name here Phone number: Enter phone number or extension here

Requested completion date: MM/DD/YYYY

Describe your request: Enter your technology request here. Provide as many details as possible, including contact information for the vendor.

What is the justification for this request: How will it improve efficiency, or what problem will it solve?

This request must be consistent with the [WCC Strategic Plan](http://faculty.whatcom.ctc.edu/InstResearch/IR/HistoryPlansReports/StrategicPlan/StrategicPlan.html) core themes: (indicate which core themes support this request)

Core Theme 1: Achieving success

Core Theme 2: Building community

Core Theme 3: Advancing equity

Core Theme 4: Enhancing effectiveness

From which budget code will this be paid? Enter budget code here

If no budget code and budget signature is given, then only a cost estimate will be provided.

Submitted by signature:

Approved by Supervisor or Division Chair (indicates budget approval) required:

Approved by Dean/Vice President (indicates budget approval) required:

RELEVANT POLICIES AND OTHER RESOURCES

* + Voluntary Product Accessibility Template: <http://www.itic.org/>
  + Washington State Office of the Chief Information Office Policy 188: https://ocio.wa.gov/policy/accessibility
  + SBCTC Policy 3.20.30 Access for students with disabilities: <http://www.sbctc.edu/colleges-staff/policies-rules>
  + SBCTC Accessible Technology Policy: Vision, Mission, Policy Statement and Recommendations for Adoption adopted March 2016 <http://www.sbctc.edu/online-accessibility.aspx>
  + Whatcom Policy 496 Accessible Information Technology Policy: <http://whatcom.edu/about-the-college/policies-procedures/policies>
  + Whatcom Procedure 745 Procurement of Accessible Technology <http://whatcom.edu/about-the-college/policies-procedures/policies>

**Evaluation of Technology Request \*\*TO BE FILLED OUT BY IT DEPARTMENT\*\***

Date request received by IT: MM/DD/YYYY

Is a current VPAT attached: Yes No Date VPAT reviewed: MM/DD/YYYY

**Review VPAT for accuracy and compliance with WCAG 2.0 Level AA:**

Enter here information found during review of VPAT

Accessible VPAT? Yes No Meets 2.0 A AA AAA

**Comments of product compatibility with WCC technology standards:**

Enter comments of product compatibility

Is product compatible with WCC technology standards? Yes No

**Miscellaneous Comments:**

Enter miscellaneous comments here

User notified of findings Date: MM/DD/YYYY

Purchase Requisition created: Yes No

**Final notes:**

Enter final notes here