

**Arkansas State University  
Office of Operational Excellence  
VPAT Exemption Form**

Requested By: \_\_\_\_\_ Department: \_\_\_\_\_

Product Name: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

**I have determined that the procurement of the product referenced above is required and is: (check all that apply)**

- Inherently visual, that is, to be made fully accessible to a visually impaired individual would alter the fundamental characteristic or purpose of the product to the extent that it would no longer meet the purpose for which it is intended.
- "Back office" equipment or software and is located in spaces frequented only by service personnel for maintenance and administration or is available for use by limited service personnel.
- The equipment purpose/function is to provide information in a visual format necessary to form a judgment or assessment of next steps in tasks that inherently require visual acuity.
- Is equipment that contains embedded information technology that is used as an integral part of the product, but the principal function of which is not the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. For example, HVAC (heating, ventilation, and air conditioning) equipment such as thermostats or temperature control devices, and medical equipment where information technology is integral to its operation, are not information technology.
- Vendor provided VPAT document is unavailable or will take significant time to obtain. Note that if a VPAT is unavailable, a more thorough evaluation must be performed.

Accommodations will be provided as needed by the requesting department with assistance from Disability Services. Contact Disability Services for more information at 870-972-3964.

**Required Signatures**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Technology Accessibility Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Please ensure the Technology Accessibility Overview Form is returned with this form. Return completed forms to [vp@astate.edu](mailto:vp@astate.edu) or deliver to Admin Building - Office of Finance - Attn: Eric Jones. Contact the Office of Operational Excellence at 870-972-2005 for further assistance.