Computer Lab Procurement Checklist
For ADA Compliance

Initiator _____ **Requisition Number** _____

Department/Unit _____ **Date of Requisition** _____

Lab Location _____

Lab Users ☐ **Students** ☐ **Public** ☐ **Employees**

Lab Usage _____

_____

_____

Pre-Purchase Action for Lab Procurements

Areas for ADA Compliance [reference Section 508 subparts B and C]

	Already Owned	On Requisition
All Computers have accessible furniture	☐	☐
Minimum of 10% or 3 (whichever is greater)		
19" or larger LCD monitor (standard or 5x4 aspect ratio)	☐	☐
One of the above computers will have the following		
CCTV	☐	☐
Flatbed Scanner	☐	☐
Kurzweil 1000 (not available for Macintosh)	☐	☐
Kurzweil 3000	☐	☐
Dragon Naturally Speaking (for PC) or Mac Speech Dictate (for Macintosh)	☐	☐
Co:Writer	☐	☐
Electric height adjustable table	☐	☐

Exemptions

The above unchecked items are not being purchased for the following reasons:

_____

_____

_____

ADA Compliance Officer _____ **Date**_____

Technical Services Officer _____ **Date**_____