

## Technology Acquisition Review Process (TARP)

The TARP project is a partnership between the SDSU IT Division and BFA's commitment to ensure the resources and tools used on campus are accessible, secure, and compatible with our IT infrastructure.

Prior to acquisition, all technology products and associated technology purchased or obtained at no cost (including free software) must be reviewed for potential accessibility and data security risks. The technology acquisition review process utilizes ServiceNow ticketing to track requests.

All Technology purchases require three levels of review:

- Accessibility
- Data Security and Privacy Review
- Vendor Terms and Conditions

**To start your Technology Acquisition Review prior to processing a purchase requisition, please work with your College IT Procurement Coordinator who will process your request using the following link for the TARP Request Submission:**

[ServiceNow Technology Acquisition Review process](#)

\* Please include your ServiceNow approval when uploading your purchase requisition into MyRF when you're ready to request your order be processed.

### **Questions Regarding the CSU Policies and Procedures regarding the Accessible Technology Initiative and Information Security**

The policies and procedures for the CSU guidelines for the Accessible Technology Initiative and Information Security can be found on the following links:

- [CSU Professional Development of Accessible Technology Resources for Teaching and Learning the Accessibility of Technology](#)
- [CSU System-wide Information Security Policies](#)