



MEMORANDUM

TO: Deans, Directors and Department Chairs

FROM: Ann E. Penn *Ann E. Penn*
Equal Opportunity/ADA Officer

DATE: June 6, 2006

SUBJECT: Purchasing Equipment to Accommodate Disabled Employees

This office manages a Central Fund that is available to assist units in purchasing services and/or equipment for disabled employees. Equipment purchased from this fund for any employee must be recommended by his or her physician or other health care provider. All employees requesting equipment and/or services must complete a Self-Identification form (if one is not currently on file) and return it to the Equal Opportunity/ADA Office.

An original letter from the employee's physician and/or health care provider indicating the specific item to be purchased must be submitted to this office. No purchases will be made without this supporting documentation. The physician or other health care provider's statement will be retained in the confidential file in this office.

The Equal Opportunity/ADA Office should be informed immediately upon receipt of the equipment and/or the beginning of the provision of services. This will ensure prompt payment to authorized vendors.

Please note that effective May 2001, a decision was made to discontinue utilizing the Central Fund to cover the cost for the purchase of chairs and computers for disabled employees. Both of these items are considered standard pieces of equipment used by most employees to perform their assigned duties and are purchased for all employees. However, the Central Fund will continue to be used to purchase all required modifications to chairs and computers to accommodate disabled employees.

All equipment purchased through this account becomes part of the University's central inventory. The employee for whom the equipment is purchased may use the equipment as long as they remain in the University, which includes transfers between units. The Equal Opportunity/ADA Office should be notified immediately when an employee no longer requires the equipment, transfers between departments, or leaves the University. The unit in which the employee is assigned is responsible for transferring the equipment to the Equal Opportunity Office when its use is no longer required.

Please contact Lorri Dolinger or me at 966-3576 if you have any questions regarding these instructions.