



This form is designed to assist agencies with documentation of information technology acquisitions made based upon an undue burden. Undue burden is defined as: "... significant difficulty or expense, including, but not limited to, difficulty or expense associated with technical feasibility." (62 O.S. § 34.29) In determining whether compliance with all or part of the applicable accessibility standards would be an undue burden, an agency must consider the difficulty or expense of compliance and all agency resources available to its program or component for which the supply or service is being acquired. If no exception to the Information Technology Accessibility Standards is applicable to an acquisition of IT products and/or services pursuant to OAC 260:115-7-54 and if an agency determines that compliance with any provision of the IT Accessibility Standards imposes an undue burden on the agency, the agency shall maintain documentation in the agency acquisition file to support the procurement. Documentation must explain why, and to what extent, compliance with each such provision causes the undue burden.

AGENCY ACQUISITION INFORMATION	
Date of acquisition	
Description of acquisition	
<input type="checkbox"/> Agency has determined that this IT acquisition would impose an undue burden based upon the following analysis, which explains why and to what extent compliance with each provision creates an undue burden. Use attachments, if necessary.	
Briefly describe facts contributing to the undue burden	
SIGNATURES	

This form was completed by:

Name	Signature
Title	Date

My signature below confirms that I have reviewed and approved the information contained herein:

Signature of chief administrative officer or designee	Date
Name of chief administrative officer or designee	