



## PROCEDURE FOR WISH LIST USAGE

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### OVERVIEW:

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This procedure is to define the process by which AT Equipment purchase requests are added to the Wish List.

**Definition:** VATP utilizes an Excel based SharePoint spreadsheet, entitled the Wish List, to request new inventory items by staff members for use in each tryout center and for both Demonstration and Loan inventory.

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### POLICY

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When VATP staff identify an AT device that they would like to have added to the program inventory, they add the request on the Wish List.

VATP staff must include their initials and which tryout-center will receive the item(s), priority of the purchase, vendor/catalog information, manufacturer, model number, quantity, cost, web-link to the item, and any notes.

VATP staff must inform both Program Director and AT Services Coordinator that a new item has been put on the Wish List and provide a description of why the item is needed.

VATP Program Director will assess the request and approve the purchase based on the equipment purchases budget and need.

The AT Services Coordinator moves purchased items to the Purchased tab in the Wish List spreadsheet (indicating they have been purchased and received). This is retained as record of VATP inventory.

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## PROCEDURE

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**State of Vermont**  
**Vermont Assistive Technology Program**

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1. VATP staff record their request on the Wish List.
2. VATP staff email both VATP Program Director and AT Services Coordinator to inform them that the request has been made and provide an explanation of the equipment need.
3. VATP Program Director will approve the request based on the equipment purchase budget and immediate need. VATP director will highlight the approved items for purchase and alert the AT Services Coordinator that it is ok to purchase.
4. AT Services Coordinator will purchase the equipment based on the approval.
5. Once the equipment is received by the AT Services Coordinator, the item is moved to the purchased tab (by the AT Services Coordinator.).
6. Equipment will be inventoried and entered into AT4All Vermonters by the AT Services Coordinator. (Process documented in separate policy.)
7. AT Services Coordinator will ship the item(s) to the staff member(s) requesting the equipment

\*See Equipment Purchasing, Inventorying in AT4All, and Distribution to Tryout Centers Policies and Procedures