

E&IT Pre-Purchase Information and ATI Review Form

Purpose of Conducting Research

In compliance with California Government Code Section 11135 and Section 508 of the Rehabilitation Act of 1973, the University must apply accessibility standards to Electronic and Information Technology (EIT) products and services that it buys, creates, uses and maintains. It is the university's responsibility to obtain the most accessible product that meets the business needs.

Instructions

1. The requesting department is responsible for completing the requester information and the product/service information sections.
2. The requesting department must submit the E&IT Pre-Purchase documentation with a completed and approved requisition to IT.
3. The Campus ATI Designee or other designee will review the form, and record their recommendation back to the requester.

Resources

1. Cal Maritime Accessible Technology Procurement Process
2. CSU help for [completing Pre-Purchase Form](#)
3. CSU [ATI Prioritization Framework](#) (login authentication required)
4. [Section 508](#)

E&IT Pre-Purchase Information and Review

Cal Maritime IT Use Only

Received:

Section 1: Requester Information/Transaction Type

Product Name	
Purchase Requester Name	
Phone/Email	
Department/Division	
Date Completed	

Transaction Type

Transaction type	Yes, No, N/A	Comments
The product/service will be acquired at no charge. Please explain.		
Product previously purchased. Reference PO Number or Agreement.		

Section 2: Functional/Performance/Impact

What does this product/service do, and how will it be used?

Provide a brief description:

Where will this product/service primarily be used? (Answer all below.)

Setting	Yes/No/NA	Comments
Individual Workstations (note quantity)		
All employees in a Department, College or Division		
Computer Lab(s) (list specific lab)		
Classroom(s)(quantity)		
Public Facing (elaborate in comments)		
Other (explain)		

Who will be using the product/service? (Please consider the following.)

Group	Estimated # of users (list 0 if none or N/A)	User Type (End user/ Admin User)	Comments
Students			
Faculty (note if research or course development)			
Staff			
General Public/Visitors			
Other (explain)			
Pilot or future use plans?			

Note: California Government Code Section 11135 and Section 508 of the Rehabilitation Act of 1973, as amended, require the CSU to purchase the most accessible product that meets the purchaser's/institution's business and functional requirements.

List products reviewed as part of the selection process for this purchase.

1.	
2.	
3.	

Section 3: E&IT Review, Summary and Recommendations

Low Impact
 VPAT Approved
 VPAT Denied
 EEAAP Required

E&IT Review Summary and Recommendations:

ATI Designee Signature

Date