

IT Purchase Authorization

- Request Form and Process Training
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Agenda



- IT Purchase Authorization Process
 - Why is this necessary?
 - What is the IT Purchase Authorization Process?
 - What is a VPAT and who fills it out?
 - What happens if there is no VPAT or the VPAT is not acceptable?
 - What is the Acknowledgment of Responsibility form?
 - New IT Purchase Authorization Process Overview
 - What are the benefits of this new process?
- IT Purchasing Website Walk-through
- Demo of New IT Purchase Authorization Request Form
- Resources & Contacts
- Questions

IT Purchase Authorization Process

WHY IS THIS NECESSARY?

[CSU Executive Order 926](#)

- All CSU campuses must make programs, services, and activities accessible to individuals with disabilities

[Section 508 of Rehabilitation Act of 1973](#)

- Must apply accessibility standards to all Electronic and Information Technology (E&IT) products and services

IT Purchase Authorization Process

WHAT IS IT?

- A process for Information Technology to review all IT-related purchases to ensure that appropriate laws and CSU policies are followed
- IT and Procurement Subject Matter Experts review the details of the proposed purchase to ensure that accessibility requirements are met

IT Purchase Authorization Process

WHAT IS COVERED?

- All IT hardware, software, services, and electronic purchases whether on p-card or purchase requisition
- Except for [consumables listed on IT Purchasing website](#) (e.g. USB drives, HDMI cables, surge protectors, printer ink/toner)
- Not sure? Ask! DL-ITPurchasing@fullerton.edu or 657-278-4691

IT Purchase Authorization Process

WHAT IS A VPAT AND WHO FILLS IT OUT?

- Voluntary Product Accessibility Template (VPAT)
 - Details how the product/service meets (or does not meet) Section 508 standards
- Who fills it out?
 - Vendor who is providing the product/service
 - Manufacturer of product/service

IT Purchase Authorization Process

WHAT HAPPENS IF THERE IS NO VPAT
OR THE VPAT IS NOT ACCEPTABLE?

- If product/service is high impact
 - Submit Equally Effective Alternate Access Plan (EEAAP) Form
- If product/service is NOT high impact
 - Submit Acknowledgement of Responsibility Form

IT Purchase Authorization Process

WHAT IS THE EQUALLY EFFECTIVE ALTERNATE ACCESS PLAN (EEAAP) FORM?

- Form that details a plan to deploy equally effective alternate access for any individual(s) with a disability if an accessibility request is initiated
- Department Chair/Manager/Dean/VP approves the plan
- Requester, Responsible Individual(s), and Department Chair/Manager/Dean/VP will meet with IT representatives to discuss the proposed plan
- IT must approve the proposed plan before the IT Purchase Authorization moves forward

IT Purchase Authorization Process

WHAT IS THE ACKNOWLEDGMENT OF RESPONSIBILITY FORM?

- Form that acknowledges the responsibility of the individual/department supporting a non-compliant product/service to monitor its use and develop a plan to deploy equally effective alternate access for any individual(s) with a disability if an accessibility request is initiated
- Responsible Person (person using the product/service) and Department Chair/Manager/Dean/VP need to electronically accept/approve this form
- All approvals must be accepted before IT Purchase Authorization moves forward

IT Purchase Authorization Process

NEW IT PURCHASE AUTHORIZATION PROCESS OVERVIEW

1. Request is submitted via Service Now at https://titans.service-now.com/service_desk/
2. Request is routed simultaneously to appropriate subject matter expert(s). Based on product/service, subject matter experts could include IT, ATI, ISO, and C&P.
3. Upon receipt and review of all required documentation and approvals, request is approved and an IT authorization number is issued.
4. Requester proceeds with purchase using a p-card or purchase requisition.
5. The IT Authorization number is added to the p-card transaction during p-card reconciliation or added to the header comments on the purchase requisition.

**This new process will be live on
April 17th!**

IT Purchase Authorization Process

WHAT ARE THE BENEFITS OF THIS NEW PROCESS?

- Completely online process: no paper or wet signatures!
- Form includes most of required information up front to minimize back-and-forth between you & IT
- View your request status online at any time
- VPAT Repository gives you access to VPATs that IT already has on file
- IT Purchasing website revamped to provide more details and resources

IT Purchasing Website Walk-Through

<http://www.fullerton.edu/itpurchasing>

The screenshot shows the homepage of the IT Purchasing website. At the top, there is a dark blue header with the text "Division of Information Technology" and "IT Purchasing". To the right of the header are links for "SITE" and "CSUF". Below the header is a navigation menu with links for "ABOUT IT PURCHASING", "ABOUT ATI & ACCESSIBLE PROCUREMENT", and "ABOUT CSU POLICY". A secondary navigation bar contains links for "IT Purchasing Process", "IT Purchasing Checklist", "Consumables", "Technology Standards", "VPAT Repository", "Training Resources", "FAQ", and "Forms". The main content area features a large image of a desk with a monitor, laptop, keyboard, and tablet. To the right of the image is the text "Welcome to IT Purchasing". Below this are three columns of content: "BE PREPARED" with a checklist icon and a link to the "IT Purchasing Checklist"; "SUBMIT YOUR REQUEST" with an image of a person at a computer and a link to "Go Live April 17, 2017"; and "VPAT REPOSITORY" with logos for Adobe, Apple, Dell, HP, IBM, and Microsoft, and a link to the "VPAT Repository".

Division of Information Technology
IT Purchasing

SITE CSUF


ABOUT IT PURCHASING ABOUT ATI & ACCESSIBLE PROCUREMENT ABOUT CSU POLICY

IT Purchasing Process IT Purchasing Checklist Consumables Technology Standards VPAT Repository Training Resources FAQ Forms

Welcome to IT Purchasing

> 1


BE PREPARED



Want to expedite the review process? Be prepared by having product information and documentation up front.

[IT Purchasing Checklist](#)


SUBMIT YOUR REQUEST



Ready to submit your IT Purchase Request?

[Go Live April 17, 2017](#)

VPAT REPOSITORY



Save yourself some time and check the repository to see if there's a VPAT on file for the product you are requesting to procure.

[VPAT Repository](#)

Demo of New IT Purchase Authorization Request Form

https://titans.service-now.com/service_desk

The screenshot displays the user interface of the CSUF Information Technology Service Desk. At the top left is the California State University Fullerton logo. The main header includes 'Information Technology' and a navigation bar with 'Home', 'My Approvals', and 'User Guides'. A search bar shows the user 'Arthur-Carmichael, Lo'. Below the search bar is a 'My Requests' section with three entries: 'RITM65343 - IT Purchase Authorization' (Ordered 03-22-2017), 'RITM65050 - IT Purchase Authorization' (Ordered 03-13-2017), and 'RITM60731 - Windows 10 Refresh' (Ordered 10-17-2016). To the right, the 'Services' section is titled 'Request for IT services to be performed' and lists three items: 'IT Purchase Authorization', 'Acknowledgment of Responsibility', and 'Equally Effective Alternate Access Plan (EEAAP)'. Each service item includes a 'preview' link.

CALIFORNIA STATE UNIVERSITY
FULLERTON Information Technology

Home My Approvals User Guides

Arthur-Carmichael, Lo

My Requests

- RITM65343 - IT Purchase Authorization
Ordered 03-22-2017
- RITM65050 - IT Purchase Authorization
Ordered 03-13-2017
- RITM60731 - Windows 10 Refresh
Ordered 10-17-2016

Services
Request for IT services to be performed

Items

- IT Purchase Authorization**
IT Purchase Authorization
▶ preview
- Acknowledgment of Responsibility**
Acknowledgment of Responsibility
▶ preview
- Equally Effective Alternate Access Plan (EEAAP)**
Equally Effective Alternate Access Plan (EEAAP)
▶ preview

Resources & Contacts

- IT Purchasing
 - <http://www.fullerton.edu/itpurchasing>
 - [http://www.fullerton.edu/itpurchasing/about us/sme aprovers.php](http://www.fullerton.edu/itpurchasing/about_us/sme_aprovers.php)
 - DL-ITPurchasing@fullerton.edu || 657-278-4691
- Contracts & Procurement
 - <http://finance.fullerton.edu/procurement>
 - procurement@fullerton.edu || (657) 278-2411
- IT Training
 - <http://www.fullerton.edu/ittraining>
 - ittraining@fullerton.edu || 657-278-5647

QUESTIONS?

