IT Purchase Authorization

- Request Form and Process Training
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?
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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
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
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
Demo of New IT Purchase Authorization Request Form

https://titans.service-now.com/service_desk
Resources & Contacts

• IT Purchasing
  – [http://www.fullerton.edu/itpurchasing](http://www.fullerton.edu/itpurchasing)
  – DL-ITPurchasing@fullerton.edu || 657-278-4691

• Contracts & Procurement
  – [http://finance.fullerton.edu/procurement](http://finance.fullerton.edu/procurement)
  – procurement@fullerton.edu || (657) 278-2411

• IT Training
  – [http://www.fullerton.edu/ittraining](http://www.fullerton.edu/ittraining)
  – ittraining@fullerton.edu || 657-278-5647
QUESTIONS?