E&IT Procurement
Campus ATI Procurement Requirements

- **Current Requirements:** All requisitions containing any E&IT with a total purchase amount totaling $15,000 or more (started Sept. 2008)

- **Note:**
  - Purchases containing networked copiers or copy machines with public access must also now be evaluated
  - **Web contracting/consulting** and all web or application development software purchases must comply with [ATI web & IT security policies](#).
  - When purchasing **Digital Media** (videos/DVDs, online content) materials need to be captioned or subtitled if commercially available.
  - Please note that the dollar threshold is just a guideline. **High-impact items** below the formal threshold may still require accessibility review.

- **Currently being reviewed by campus** (with the release of CSU [coded memo AA-2010-13](#)): the threshold for review and future implementation of E&IT purchases.
ATI Process for Employees with Procurement Responsibilities

1. Research products that meet the business needs and meet section 508 compliance.
   - Request VPATs from manufacturing Vendors
   - Work with ATI Compliance Specialist in selecting product that best meets all requirements.

2. Submit documentation for purchase
   - Enter requisition into CMS
   - Submit E&IT Checklist and VPAT to ATI Compliance – Procurement Specialist for approval

3. For assistance contact the ATI Compliance - Procurement Specialist
Ways to Submit Documents to ATI Procurement

- E-signature and email
- PDF and email
- Fax
- Campus mail (mail processing time needed)

Electronic submission is recommended for sustainability and timeliness.
Links

- ATI Procurement -
  http://www.csus.edu/accessibility/procure.html

- Procurement -
  http://www.csus.edu/aba/procurement/Important-Links.html
Questions?
Contacts

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www.csus.edu/accessibility