




SAN DIEGO STATE
UNIVERSITY

Enterprise Technology Services
Business and Financial Affairs
San Diego State University
5500 Campanile Drive
San Diego CA 92182 · 1604
Tel: 619 · 594 · 7477
Fax: 619 · 594 · 3262

December 12, 2014

To: Cathy Garcia, Director, Contract & Procurement Management

From: Chris Xanthos, Associate Vice President/CIO and SDSU ATI Executive Sponsor 

Subject: Interim Policy for EIT 508 Checklist Processing

In response to the recent ATI audit findings, we required campus departments to submit an Electronic & Information Technology (EIT) Section 508 Accessibility Checklist for all purchases on electronic and information technology assets regardless of the dollar amount.

This process, although necessary, has been resource intensive and created undue burdens to all parties involved. In an attempt to simplify the process and lessen workload, we are implementing an interim policy and procedure while developing a solution that is manageable and meets the Section 508 guidelines.

We recognize the importance of focusing finite resources on ATI-related activities with the greatest potential impact to the SDSU community. With this in mind we are organizing our priorities based on the risk factors to the campus.

Effective immediately, all EIT purchases (i.e. desktop computers, laptops, tablets, fax machines, printers, servers, network switches and routers, test equipment, software, etc.) that are considered low impact are exempt. You do not need to submit an EIT or VPAT form if the product usage meets one of the following criteria:

- Back-Office (includes Servers or Datacom equipment, Switches, Routers, and other products with limited access)
- Limited Campus Deployment (i.e. internal Academic or Administrative use, not used by the public)
- Fundamental Alteration (i.e. cell phones, PDA's, pagers, hand-held devices)
- EIT products with VPATs on file and posted on access.sdsu.edu (such as Dell, HP, Lenovo, Apple, Microsoft, VMWare, etc.)

You need to submit an EIT Checklist with a VPAT (Voluntary Product Evaluation Template) or EEAP (Equally Effective Alternative Plan) form if the product usage is considered high impact, such as those for instructional or other use in a classroom or lab or facility that students and/or general public have direct access to. The form(s) should be submitted to Riny Ledgerwood, email rledgerw@mail.sdsu.edu for review.

If you have any questions, please contact Kent McKelvey mckelvey@mail.sdsu.edu, or Riny Ledgerwood rledgerw@mail.sdsu.edu at ext. 44952.

cc: Kent McKelvey, Interim Sr. Director, Enterprise Technology Services
Riny Ledgerwood, ATI Project Manager

Signature: Chris Xanthos
Chris Xanthos (Dec 19, 2014)

Email: cxanthos@mail.sdsu.edu








Interim Policy for EIT Processing 12192014

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