

## PLEASE READ BEFORE SUBMITTING A PURCHASE REQUISITION FOR ELECTRONIC AND IT PURCHASES

### EIT 508 Checklist Guidelines

In accordance with the Interim Policy for EIT 508 Checklist Processing, 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.

- 1. 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.).
- 2. If your purchase meets the above criteria, when submitting a purchase requisition please indicate on the Buyer's Note, one of the following:**
  - Exempt - Back-office Use
  - Exempt - Limited Deployment
  - Exempt – Fundamental Alteration
  - Exempt – VPAT on file
- 3. If your purchase does not meet the above criteria, please submit a 508 Checklist and a VPAT to Riny Ledgerwood at [rledgerw@sdsu.edu](mailto:rledgerw@sdsu.edu) for her review and processing.**

If you have any questions, please contact Riny Ledgerwood at [rledgerw@sdsu.edu](mailto:rledgerw@sdsu.edu) or call her at Ext. 44952.