



E&IT Pre-Purchase Information and ATI Review Form

Purpose of Conducting Research



E&IT Pre-Purchase Information and Review

Cal Maritime IT Use Only

Received:

Section 1: Requester Information/Transaction Type

Product Name	
Purchase Requester Name	
Phone/Email	
Department/Division	
Date Completed	

Transaction Type

Transaction type	Yes, No, N/A	Comments
The product/service will be acquired at no charge. Please explain.		
Product previously purchased Reference PO Number or Agreement.		

Section 2: Functional/Performance/Impact

What does this product/service do, and how will it be used?

Provide a brief



Who will be using the product/service? (Please consider the following .)

Group	Estimated # of users (list 0 if none or N/A)	User Type (End user/ Admin User)	Comments
Students			
Faculty (note if research or course development)			
Staff			
General Public/Visitors			
Other (explain)			
Pilot or future use plans?			

Note: California Government Code Section 11135 and Section 508 of the Rehabilitation Act of 1973, as amended, require the CSU to purchase the most accessible product that meets the purchase institution's business and functional requirements.

List products reviewed as part of the selection process for this purchase.

1.	
2.	
3.	

Section 3: E&IT Review, Summary and Recommendations

Low Impact VPAT Approved VPAT Denied EEAAP Required

E&IT Review Summary and Recommendations:

ATI Designee Signature

Date