

Checklist for Electronic and Information Technology (EIT) Credit Card Purchases

Credit Card Purchase Information

This section to be completed by credit card holder.

Requisitioner:	Requisition Number (if applicable)	Date:
Program Office:	Name of CIO & EIT Coordinator:	
	Name/Phone No. of Credit Card Holder:	
Product Description including estimated dollar value of purchase (attach pages as necessary)		

Pre-Award Action for EIT Credit Card Purchases

This section to be completed by OA CIO or designee.

Check all appropriate boxes

Subparts and Categories for Section 508 standards (36 CFR 1194 standards)

<i>Subpart A - General (no fill-in required)</i>		
<i>Subpart B - Technical Standards</i>		
<input type="checkbox"/>	Software applications and operating systems (1194.21)	
<input type="checkbox"/>	Web-based internet and intranet information and applications (1194.22)	
<input type="checkbox"/>	Telecommunication products (1194.23)	
<input type="checkbox"/>	Video and multi-media products (1194.24)	
<input type="checkbox"/>	Self-contained, closed products - e.g., stand-alone (1194.25)	
<input type="checkbox"/>	Desktop and portable computers (1194.26)	
<i>Subpart C-Functional Performance Criteria (only when Subpart B does not apply)</i>		
<i>Subpart D -Information, Documentation, and Support</i>		
Exemptions to Section 508		Initial
<input type="checkbox"/>	Back-office (computer room and data closet type equipment)	
<input type="checkbox"/>	Fundamental alteration (for example, pagers, PDAs)	
<input type="checkbox"/>	National Security System (No applicable systems in DOT)	
Market Analysis for Section 508 Compliance		Initial
<input type="checkbox"/>	Products available, but they do not meet any of the appropriate standards	
<input type="checkbox"/>	Product(s) compliant (i.e., previously approved as compliant)	
<input type="checkbox"/>	Limited product availability (one product meets more standards than others (attach analysis)	
<input type="checkbox"/>	Only one product meets standards (attach analysis)	
<input type="checkbox"/>	Purchase over \$2500 - additional certification attached (TAM 1239.2)	
Analysis for Common Operating Environment		Initial
<input type="checkbox"/>	Complies with standards listed in TRM	
<input type="checkbox"/>	Product available on enterprise licenses	
<input type="checkbox"/>	Product not available on GSA/Smart BUY IT	
<input type="checkbox"/>	Purchase waiver approved by DOT ARB	

OA CIO/Designee

Purchase Approved Not Approved Date: _____

Name: _____ Signature: _____