

Purchases that require Pre-Approval, Authorization, Coordination or Oversight

The commodities listed below require pre-approval, authorization, coordination, and/or oversight by the listed department.

<u>Item</u>	<u>Responsible Department</u>
1. Motorized and electric vehicles, all sizes	Motor Pool/Fleet
2. Computers	OIT
3. Software	OIT
4. IT equipment & IT services	OIT
5. Database development	OIT
6. Telecommunication equipment & services	OIT
7. Cable, computer & telecommunications	OIT & Facilities
8. Construction & remodeling projects	Facilities
9. Furniture; floor coverings; window treatments	Facilities
10. Plumbing & electrical work	Facilities
11. Interior design services	Facilities
12. Haz-mat Services	Facilities
13. Design professional services (Architect/Engineer)	Facilities
14. Radioactive materials	Facilities
15. Radiation-generating equipment	Facilities
16. Bio-hazard chemicals, agents and toxins	Facilities
17. Mailing equipment	Facilities
18. Travel; lodging	Accounts Payable-Travel
19. Printing equipment	OIT
20. Copy machines	Printing Services
21. Vending equipment	Auxiliary Services
22. Lease purchase financing	VP - Finance & Administration
23. Operating lease with term greater than one year	VP - Finance & Administration
24. Insurance	Risk Management
25. Drones or similar equipment	Risk Management
26. Outsourced curricula development	Provost
27. Works of original art	Art Committee