Purchases Requiring Additional Approvals

Questions regarding the following approvals should be addressed to the Purchasing Agent assigned to the commodity or service:

1. **ALARM (SECURITY) SYSTEM INSTALLATION:** University Police must review all alarm and security systems.
2. **ARCHITECTURAL AND ENGINEERING DESIGN SERVICES:** Requisitions for Architectural and Engineering design services require the approval of the State Division of Facilities Development.
3. **BIOLOGICAL SAFETY CABINET/FILTERED AIR DEVICE/CHEMICAL FUME HOOD:** Purchases are reviewed by Safety and Assurances.
4. **COMPUTER EQUIPMENT AND SOFTWARE:** Acquisitions in excess of $250,000.00 and acquisitions with cross-program and cross-system impact are sent to University Information and Media Technologies for review.
5. **COMPUTER SOFTWARE LICENSE AGREEMENT:** A Purchasing Agent must sign all software license agreements or other similar contracts such as non-disclosure agreements on behalf of the University. (An unauthorized signer will assume personal responsibility for damage claims that may arise.). The Department responsible for the day-to-day use of the software may be asked to sign a non-disclosure agreement and must submit the Software License for signature by Purchasing.
6. **CONTRACT DOCUMENTS:** Contracts for purchase of goods or services (except Academic Support Services Agreements or Subcontracts on Grants), which require the signature of an individual authorized to sign agreements for the University must be routed through Purchasing. Individuals authorized to sign agreements are designated by name and position in the procurement system or with the Board of Regents.
7. **CONTRACTUAL SERVICES:** If the service is normally provided by one of the major campus charge back units, such as those within Finance and Administrative Affairs, Auxiliary Services or Information and Media Technology, the requisition is routed to the applicable unit for review.
8. **CONTRACTUAL SERVICES - TEMPORARY HELP:** State agencies must obtain approval from the State Bureau of Procurement prior to any commitment to contract for temporary clerical or labor pool help, regardless of dollar amount. Departments should contact Purchasing for guidance prior to submitting a requisition.
9. **CONTROLLED SUBSTANCES (Narcotics and Dangerous Drugs):** Persons other than licensed medical professionals who wish to use any controlled substance (Schedules I, II, III or IV) for research, teaching, or analysis must be registered with the State Controlled Substances Board and the U.S. Drug Enforcement Agency (DEA). Requisitions submitted to Purchasing must have the following information: DEA registration number, a completed DEA 222 form, and a photocopy of your DEA registration (Form 223). To apply for DEA Registration, contact Controlled Substances Board, Room 434, I W. Wilson, P.O. Box 7851, Madison, WI 53707, or 266-7586.
10. FEDERALLY FUNDED CAPITAL EQUIPMENT (Funds 133 & 144): Federally funded capital equipment requisitions require a signed Equipment Screening Certificate form attesting required equipment non-availability.

11. FLOOR COVERING REPLACEMENTS: Floor covering replacements such as carpet and tile are reviewed by Facility Services.

12. FOOD AND FOOD SERVICE: Purchases of food or contracted food service which is to be consumed on campus must be made from vendors approved by Purchasing. All purchases of food or contracted food service consumed in the Student Union must have written approval of the Director of Restaurant Operations.

13. FURNITURE ITEMS (other than from BSI): The University is required to purchase the furniture items listed below from Badger State Industries (BSI). If another vendor is listed on the requisition, product specifications and justification of why BSI's product does not meet the department's needs must accompany the requisition. If Purchasing agrees, they will request a release from BSI. Purchasing cannot order from another vendor without a release number from BSI.

14. GRANT FUNDED SUBCONTRACTS: Subcontracts for services for service providers specifically named in grant proposals must be issued and signed within the Graduate School in the Office of Research and Sponsored Programs.

15. DOCUMENTATION, GRAPHICS, PHOTOGRAPHY, VIDEO, CD OR DVD PRODUCTION AND WEB DEVELOPMENT: Requisitions for the above services must be reviewed against approval procedures published by University Information and Media Technologies.

16. GRAPHICS EQUIPMENT: Requisitions for graphic equipment must be approved by the Manager of Printing Services. An Application for Graphic Equipment is available from Printing Services, which will review the application, sign the requisition and forward it to Pre Audit in Accounting Services. Equipment requiring an application includes Copiers, Duplicators, and production printing equipment such as presses, folders, process cameras, platemakers, film processors, collators, sorters, staplers/stitchers, saddle binders, hot glue binders and power paper cutters.

17. HAZARDOUS MATERIAL REMOVAL: Hazardous material removals are coordinated by the Department of Environmental Health, Safety and Risk Management.

18. HEATING, AIR CONDITIONING, VENTILATION EQUIPMENT: Heating, air-conditioning and ventilating equipment purchases with exception of portable space heaters and fans.

19. INSURANCE AND BONDS: Purchase of Insurance and bonds except shipping and vehicle rental insurance is reviewed by the Risk Manager.

20. LASERS: Purchase of Lasers (does not include office machine devices such as laser printers) is reviewed by Safety and Assurances.

21. LEGAL SERVICES: No state agency may employ legal counsel without the prior approval of the Governor.

22. MOTOR VEHICLES, PURCHASES AND LEASES: Motor Vehicle acquisitions must be approved by the State of Wisconsin Department of Administration (DOA) and the governor. Leases of 30 days or more require approval of the Department of Administration.

23. MOTOR VEHICLE RENTALS: Rentals of vans with a capacity of 12 persons or more require assignment and listing of the names of drivers who have completed a large van driver safety course approved by Risk Management. Rentals must be made from rental agencies on contract with the University whenever possible. Collision insurance must be purchased if not part of the contract unless waived by the Risk Manager.
24. PAPER, VIRGIN CONTENT VERSUS RECYCLED CONTENT: Paper purchases must be of a product that contains recycled fiber. Requests for paper of virgin content must be routed through Purchasing for approval. Requests must be justified for reasons of unavailability, performance or higher cost (15 percent or more) than the recycled content paper.

25. PRINTING: Printing is produced internally or purchased by bid regardless of dollar amount with exception of printing for student organizations. Orders for printing are processed through Printing Services after approval by Pre-Audit, Accounting Services.

26. RADIOACTIVE CHEMICALS: Radioactive materials ordered must be approved by and delivered to the Department of Environmental Health, Safety and Risk Management, Lapham B14. Requisitions for such items must be signed by the Radiation Safety Officer.

27. SECURITY GUARD SERVICES: Security guard services require the completion of a Security Program Study Report. This report must be approved by the Director of University Police and the Chief of State Protective Service of the Department of Administration.

28. SPACE AND REAL ESTATE LEASES: Leases of space and real estate for which the University is the lessee, which are intended to continue for more than one year, regardless of the stated term on the lease document require the review of University Architects, Planning and Transportation.

29. STABLE ISOTOPES: (US. Department of Energy): Department of Energy form (DOE Form EV-391) entitled "Isotope and Technical Service Order" must be completed and accompany any requisition requesting product material, technical services, stable isotopes or cyclotron-produced radioisotopes, or related services from the US. Department of Energy.

30. TELECOMMUNICATIONS EQUIPMENT AND SERVICES: Equipment or services with a purchase price or annual cost of $10,000 or more, require Network Operations Center approval. All Telecommunications utility services (except Email links) require the signature of the Manager of the Network Operations Center.