STANDARD ADMINISTRATIVE PROCEDURE

25.99.99.M0.04 Pre-approval Requirements for Specified Equipment, Supplies, Vehicles and Services
Approved June 17, 1997
Revised January 5, 1997
Revised August 7, 2006
Revised February 19, 2010
Revised March 21, 2012
Next scheduled review: March 21, 2015

SAP Statement

This procedure details certain products and services requiring pre-approvals due to life/safety issues or other statutory requirements.

Official Procedure/ Responsibilities/ Process

1. GENERAL

The purchase of certain goods and services requires the review and approval of various departments to ensure compliance with export control requirements, and safety and security issues. The review and approval process for the specific items detailed in 2 below are required regardless of the dollar amount (unless otherwise noted). For purchases requiring a requisition, the Department of Procurement Services shall obtain the necessary review and approval from the appropriate departments. For those purchases not required to be requisitioned, the buying department shall obtain the necessary review and approval from the appropriate departments.

2. SPECIFIC PRE-APPROVAL REQUIREMENTS:

The following goods and services shall require review and approval by the appropriate department before the Department of Procurement Services will process the requisition:

2.1 Fume Hoods, Flow Hoods, and Exhaust Systems:
Procurement Services shall forward requisitions for these products to Environmental Health and Safety (EHS) for review and approval.

2.2 Biological Safety Cabinets:
Procurement Services shall forward requisitions for these products to the Office of Biological Safety (OBS) for review and approval.
2.3 **Equipment and Supplies Requiring Installation or Modification of a Facility:** Procurement Services shall forward requisitions to the Facilities Services for review and recommended approval.

2.4 **Hand-held Radios and Security Radios:** Procurement Services shall forward requisitions to the Department of Telecommunications for review and recommended approval.

2.5 **Radioactive Material:** Procurement Services shall forward requisitions for radioactive materials to Environmental Health and Safety for review and recommended approval. "RADIOACTIVE MATERIAL” must be placed at the end of the description of each item on the requisition.

2.6 **Acquisitions of Information Technology:** Procurement Services shall forward requisitions for information technology in excess of $250,000 to the Vice President and Associate Provost for Information Technology for review and recommended approval. When such acquisitions exceed $1,000,000 and subsequent to the Vice President and Associate Provost for Information Technology’s review and approval, Procurement Services shall forward the requisition to the Department of Information Resources (DIR) for review and approval prior to any contract or purchase order award.

2.7 **Vehicle Acquisition:** All acquisitions of vehicles must be processed through Transportation Services in order to meet state reporting requirements.

2.7.1 Texas A&M University vehicles will not be purchased by, nor titled to, individual departments unless Transportation Services determines that a special need exists. Special needs are:

1. the vehicle is a heavy off-the-road model, or
2. the vehicle must be modified or equipped to the extent that use for any other purpose would be impractical.

To determine if a special need exists, departments should send a written request, showing justification for the special need, to Transportation Services. Following review, Transportation Services will forward the request to the Department of Procurement Services for submittal to the Associate Vice President for Finance for approval.

2.8 **Security Services, Personnel, and Equipment.** All University departments are required to consult with the Department of Security and University Police before installing any alarm system or security equipment that will result in an anticipated response by the University Police Department. (See Attachment – Alarm/Security System Information)
2.9 **Contract/outside security or police personnel services.** All requests for these services must be coordinated through the Chief of Police and will be approved only if the Department of Security and University Police personnel cannot provide the services requested.

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**Related Statutes, Policies and Rules**

**University rule 15.02.99.M1, Export Controls**

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**Contact Office**

For interpretation or clarification, contact [Department of Procurement Services](mailto:procurement@university.edu).

**OFFICE OF RESPONSIBILITY:** [Department of Procurement Services](mailto:procurement@university.edu)