

## 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*

*Revised April 18, 2016*

*Next scheduled review: April 18, 2021*

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#### **SAP Statement**

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

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#### **Official Procedure/ Responsibilities/ Process**

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##### **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: Departments submitting requisitions for equipment where substantial facility modification is required for installation of the equipment shall provide Procurement Services the necessary documentation to ensure the TAMU entity with oversight of the facility has reviewed and approved the facility modification or proposed installation.. Where substantial facility modification alters a facility floorplan, departments shall also provide evidence of notification to TAMU Facilities Coordination of the proposed modification.
- 2.4 Hand-held Radios and Security Radios: Procurement Services shall forward requisitions to TAMU Information Technology - 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 Chief Information Officer or designee for review and recommended approval. When such acquisitions involve the use of appropriated funds and equal or exceed \$1,000,000, in addition to the internal review by the Chief Information Officer, or designee,, 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 and Administration for approval.

- 2.8 Security Services, Personnel, and Equipment. All University departments are required to consult and receive approval from the University Police Department before installing any alarm system or security equipment that will result in an anticipated response by the University Police Department.
- 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 University Police Department personnel cannot provide the services requested.

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#### **Related Statutes, Policies and Rules**

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[University Rule 15.02.99.M1, Export Controls](#)

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#### **Contact Office**

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For interpretation or clarification, contact [Department of Procurement Services](#).

OFFICE OF RESPONSIBILITY: [Department of Procurement Services](#)