



STANDARD ADMINISTRATIVE PROCEDURE

25.99.99.M0.04 Pre-approval Requirements for Specified Equipment, Supplies, Vehicles and Services

Approved June 17, 1997

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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 Requiring Modification of a Facility: Procurement Services shall forward requisitions for equipment requiring substantial facility modification for installation and/or operation to Facilities and Dining Administration for review and approval.

2.4 Hand-held Radios, Security Radios, Radio Transmitters and Radio Repeaters: Procurement Services shall forward requisitions to Division of Information Technology - Telecommunications for review and approval.

2.5 Radioactive Material: Procurement Services shall forward requisitions for radioactive materials to Environmental Health and Safety for review and 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 Texas A&M University System Chief Information Officer or designee and the Texas A&M University Chief Information Officer or designee for review and approval.

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 Alarm Systems and Security 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 Outside Security or Police Personnel Services: All University departments are required to consult and receive approval from the University Police Department before contracting additional outside security services or personnel.
- 2.10 Motorized Waterborne Vessels: This procedure is applicable to the acquisition of motorized waterborne vessels for Texas A&M University at Galveston (TAMUG), including non-TAMUG entities operating under the aegis of TAMUG. Acquisition is defined as being acquired for material use through construction, purchase, gift-in-kind, property transfer, or other means. In order to ensure compliance with applicable safety procedures, vessel use standards, maintenance standards, and other University procedures as published, all motorized waterborne vessels under consideration for acquisition must be reviewed by the Executive Director of Marine Education Support & Safety Operations or designee and the Vessel Operations Advisory Committee, and approved by the COO of the Galveston Campus.

Non-motorized vessels such as canoes, kayaks, dinghies, and paddleboards used for recreation must be reviewed by the TAMU-Galveston Recreational Sports Department and approved by the Assistant Vice President for Student Affairs. All vessels and their operators must abide by the Vessel Operations Safety Management Procedures as published. This SAP excludes the federal training ship and its ancillary vessels.

Related Statutes, Policies and Rules

[System Regulation 29.01.01, Information Resources Governance](#)
[University SAP 29.01.03.M0.11, Information Resources – Project Management](#)
[University Rule 15.02.99.M1, Export Controls](#)

Contact Office

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

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