



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### Section 2.3 - Commodities Requiring Additional Approval

The following list of commodities require additional approval(s) beyond those normally required.

PROCUREMENT TYPE	ADDITIONAL APPROVAL STEP/AUTHORITY
Alcohol, Government Tax-Free	Procurement Department
Labor and Construction and Public Works Projects including Alterations to Buildings; e.g., Electrical (Incl. A/C), Plumbing & Structural	Office of Campus Master Planning & Capital Projects
Computers, Networks and other IT Equipment	CITS
Conflict of Interest	General Counsel's Office/State Ethics Commission
Contracts for Services	See CFS Policy
Emergency Procurement	Procurement Department
Employment Ads, Classified	Human Resources
Equipment, Grant/Contract Accts. Over \$5,000	Sponsored Projects Administration (SPA)
Furniture	Office of Campus Master Planning & Capital Projects
Gifts (Univ. Related)	UMD Advancement Office
Gift Cards (Retail Debit Cards)	Controller
Hazardous Chemicals	Safety Officer/EH&S
Hypodermic Syringes	Safety Officer/EH&S
Information Technology Equipment	Procurement Department
Insurance	Procurement Department/Presidents Office
Leases, Maintenance Service, Multiple Year Contracts	Procurement Department
Leases in Excess of \$100,000 - Based on Total Cost	Procurement Department/Presidents Office
Legal Services	Office of General Counsel
Motor Vehicles, and Registration of	Procurement Office
Printing (External Publications)	University Marketing Office
Radioactive/Radiation Producing Materials/Equipment	Safety Officer/EH&S
Real Property, Lease or Sale of	Vice Chancellor Admin. and Fiscal Services
Software License Agreements	Procurement Department
Surplus Property, Disposal of	Property Control
Univ. Logo/Trademark (Licensing of)	Licensing and Trademark Office-Amherst