TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Pre-Approval Required for Equipment/Supplies/Services

Procedure No.: PP-095

Approved by:
Date: 6/5/96

I. Purpose

To define procurements that require pre-approval before processing by Procurement and General Services.

II. Scope

This procedure shall apply University wide.

III. General

Many procurements are subject to special regulations, are complex in nature so that they affect other areas of operations, or present a potential hazard to public health. These procurements must not be made until they have been reviewed and approved by the designated authorities.

IV. Items requiring Pre-approval

The following items must be pre-approved as indicated.

1. Fume Hood, Flow Hood, Biological Safety Cabinets, Exhaust Systems

All equipment that may have an effect on the safety, health or well-being of employees, students or public must be approved by the Safety and Health Office. Procurement and General Services will submit copy of requisition to Safety & Health Office for approval. Purchases will not be made without Safety & Health Office approval. Copy of order will be sent to Safety & Health Office to assure completion of certification process.

2. Equipment/Supplies Requiring Installation/Modification of Facility

All equipment that requires installation/modification of existing facilities are submitted to the University Engineer by Procurement and General Services. The University Engineer reviews and notifies Procurement and General Services of any additional requirements that will be needed. These are incorporated into the bid documents. If a Physical Plant Work Request to modify the facility is needed or if the work must be processed through the Construction Coordinating Committee, the using department and Procurement and General Services will be notified.

These type purchases include items that consume utilities (electricity, water, gas, sewage), items that require special environments, items that may pose a safety or health risk to the public, and items that are oversize or overweight.

3. Modification, Construction and Renovation

Modification, construction and renovation of existing building and grounds must be approved by the University Engineer. No requisitions for these types of services will be processed by Procurement and General Services without written approval of the University Engineer. Contact the University Engineer (232 College Hall, Ext 2645) to obtain forms to make a request for this type of work.

4. Hand Held Radios, Security Radios

All requests for radios and security radios must be submitted to the University Engineer, Physical Plant, and University Police for review. Due to security and to the limited frequencies available and the necessity to identify program frequencies for each radio, University Engineer reviews all radio purchases.

5. Radioactive Material

Requisitions must be forwarded to the University Safety Office (232 College Hall) for approval before they can be processed by the Procurement and General Services Department.

All requisitions for radioactive material must be denoted by typing the words "RADIOACTIVE MATERIAL" immediately below the description of the item on the purchase requisition. The "ship to" address must reflect shipment to the University Safety Office, department name and contact. Contact the University Safety Office for a listing of TDH authorized material or for a copy of the Radioactive Materials License.

6. Acquisition of Information Resources Technologies

All information resources technology acquisitions in excess of $250,000.00 must be reviewed and approved by the Vice President for Academic Affairs and Provost and Computer Information Services prior to submission to Procurement and General Services.

All new computer lab acquisitions must be reviewed and approved by the Vice President for Academic Affairs and Provost.

All purchases for microcomputers that will operate on the LAN must be reviewed and approved by Computer Information Services.