

Purchases Requiring Special Approval and/or Restricted from Low-Value Departmental Orders

<u>Description</u>	<u>Special Approval Required By:</u>	<u>Purchase Order Issued By:</u>
Animals / Laboratory	Laboratory Animal Resource Center (LARC)	Department
Ammunition/Explosives/Firearms/Tasers (etc.)	EH&S	Procurement Services
Biologicals BSL 2 or higher (See list)	EH&S	Procurement Services
Buildings or Remodeling of Buildings, capital	Capital Planning	D&C
Business Agreements	N/A	Procurement Services
CalOSHSA-UCOP Chemical List (See List)	EH&S	Department
Cash Registers	Controller	Department
Chemicals, Restricted (See List)	EH&S	Procurement Services
Cell Phones	IT	IT
Construction	Capital Planning	D&C
Contracts that require signature	N/A (unless otherwise indicated herein)	Procurement Services
Controlled Substances/Narcotics or Dangerous Drugs (See List)	EH&S	Procurement Services
Decorative Items (i.e., balloons, flowers, etc.)	Vice Chancellor/Dean	Department
Draperies, Floor & Wall Coverings	Facilities Mgmt. or D&C	D&C or Procurement Services, depending on work
Electromagnetic Emitting Equipment including RF	IT, EH&S and Facilities Mgmt.	Procurement Services
Entertainment/Events (i.e., bands, theater groups, etc.)	Vice Chancellor/Dean	Procurement Services
Ethyl Alcohol (except denatured)	N/A	Procurement Services
Executive Recruitment Services	Human Resources	Procurement Services
Fabrication Items	Facilities Mgmt. and Equipment Mgmt.	Procurement Services
Fire Fighting Equipment	EH&S	Department
Firearms, Ammunition and Explosives	EH&S	Procurement Services
Food Storage or Preparation Equipment - other than for lab use	Vice Chancellor/Dean	Procurement Services
Foodstuffs, Beverages, and Catering	See BUS-79	Department (approved caterers only)
Foreign purchases (Canada excluded) - all items other than advertisements and printed materials	N/A	Procurement Services
Fume Hoods and Biological Safety Cabinets	EH&S & Facilities Mgmt.	Department
Furniture	Operations (Office furniture); Operations & EH&S (Non-std. ergonomic furniture)	Office furniture "A" releases only - Dept.; All other - Proc. Svcs.
Heaters and Air Conditioners	Facilities Mgmt.	Department
Hydrofluoric Acid	EH&S	Procurement Services
Independent Consultants	Dean, Chair or Vice Chancellor, (Refer to BUS-34)	Procurement Services
Independent Contractors	N/A (Refer to BUS-77)	Procurement Services
Insurance	Risk Mgmt.	Procurement Services
Inventorial items or items to be price adjusted to equipment	N/A	Procurement Services

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Description	Special Approval Required By:	Purchase Order Issued By:
Laboratory and other animals	Laboratory Animal Resource Center (LARC)	Department
Lab Supplies, Restricted: Boiling flasks, Syringes, Separatory Funnels	EH&S	Procurement Services
Lasers (Classes 3 and 4)	EH&S	Procurement Services
Licensed goods/clothing with UC Merced logo	Bookstore Manager	Department (Licensed vendors only)
Moves - Household	Refer to G-13	Academic - Academic Personnel; Other -Department
Narcotics, Dangerous Drugs or Controlled Substances (see List)	EH&S	Procurement Services
On-site labor-related services, including annual service agreements;	N/A	Procurement Services
Ornamental use items (i.e. artwork, plaques, etc.)	Vice Chancellor/Dean	Department
Personal and Professional Services	N/A	Procurement Services
Personal use or Theft-Sensitive Items (i.e. , stereos, TVs, DVDs, cameras, briefcases, etc.	Vice Chancellor/Dean	Department
Perchloric Acid	EH&S	Procurement Services
Precious Metals	N/A	Procurement Services
Printed Materials with UC Merced name/logo (i.e., brochures, fliers, pamphlets, etc.)	University Relations	Department
Professional Service Agreements (construction only)	D&C	D&C
Professional Service Agreements (non -construction)	N/A	Procurement Services
Purchases from University Employees or Near Relative of UC Employee	Employee; Dept. Director/Supervisor; Purchasing (Refer to G-39)	Procurement Services
Radioactive/Hazardous Materials	EH&S	Procurement Services
Real Property Rentals, Leases and Purchases	Vice Chancellor for Administration	Contracts & Real Estate
Refrigerators/Freezers - domestic household for lab use(For non-lab use, see Food Storage	EH&S	Procurement Services
Reimbursements to UC Employees > \$500 (other than Travel or Entertainment)	Procurement Services	Department
Remote connectivity, DSL, remote internet access	Dept. Director/Supervisor	Procurement Services
Rentals	N/A	Procurement Services
Repairs to Personal (non-University) Property	Vice Chancellor/Dean	Department
Repairs to University Buildings/Systems	Facilities Mgmt.	Procurement Services
Respirators, dust masks and related supplies	EH&S	Department
Software	IT	Department/Procurement Services (depending on cost and agreement - check with Procurement)
Subcontracts/Sub Agreements for scholarly research	Sponsored Projects Office (SPO)	Contract - SPO; PO - Purchasing

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<u>Description</u>	<u>Special Approval Required By:</u>	<u>Purchase Order Issued By:</u>
Telecommunication and Networking equipment, cabling and connectivity	IT	Department
Travel & Entertainment (meals, airfare, hotel, car rental)	See G-28 or BUS-79	Department
Vehicle/Boat Purchases, Rentals/Leases	Fleet	Procurement Services
Vending Machines	Operations	Procurement Services

NOTES:

1. Effective 03/10/2014, David Ott of EH&S has pre-authorized UCM PD and Public Safety to request the purchase of firearms intended for official department use.
2. Departments may issue "A" Release Orders for any type of item against Blanket Orders established by Procurement Services.
3. "Special Approvals" are required for specified items for each order/release regardless of the procurement method or ordering department.
4. Any questions, call Procurement Services.
5. D&C = Design & Construction
7. EH&S = Environmental Health & Safety
8. IT = Information Technology

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