SECTION: 4 OUTSIDE APPROVALS/REVIEW OF REQUISITIONS

SUBJECT: PRIOR APPROVALS Procedure #4.2

POLICY

Certain categories of goods and services require advanced approval prior to acquisition. Buyers are responsible for ensuring that prior approval has been obtained before proceeding with purchase.

PROCEDURE

I. The following items require approval from the departments, offices or agencies/agents noted prior to being purchased.

a. Computers, Outside Computer Time/Services

   Certain purchases of computer equipment or outside computer time or services must be approved by the Computing and Communications Department under authority delegated by the State Department of Information Services (DIS). The review is done through the on-line system review process. Once the requisition has approval, it will be released to the Buying staff.

   If substantial changes in the dollar amount occur during the purchase process, then it should be re-reviewed with Computing and Communications.

b. A properly approved Relocation Authorization form A-33. Must be received prior to arranging any household moves. (See Household Moves Procedure).
c. Insurance

When a department requisitions insurance coverage of any kind, the request must be cleared with the UW Risk Management Office.

d. Piloting Aircraft/Charter Flights

All University employees requesting to pilot either their own or chartered/rental aircraft must obtain approval from the Aeronautics Division of the Department of Transportation. A Request for Approval to Pilot Aircraft must be filed yearly.

e. Purchases from University Employees

All purchases of equipment, materials or services from University employees must have prior approval from the Director of Purchasing and Stores.

f. Honoraria to Family Members of University Employees

Honoraria payments to any family member of a University employee must have prior approval from the Director of Purchasing and Stores.

g. Printing, Duplicating Equipment/Services

All printing and duplicating equipment must be approved in advance by the University Publication Services Department.
For printing services to be done off-campus, departments must obtain prior approval from Publications Services. Petty cash will be allowed only for reimbursement to an individual for copying services under $200. No payment from Petty Cash will be made directly to a vendor. All requisitions for printing services will be submitted to Purchasing by Publications Services.

h. Personal Services

Under certain circumstances, requests for Personal Services will require prior approval from the Office of Financial Management in Olympia.

II. Certain potentially hazardous items require Environmental Health & Safety prior approval or post notification. The complete list with current contacts is located on the EHS website.