

SECTION 4: APPROVALS/REVIEWS

SUBJECT: REVIEW AND APPROVAL PRIOR TO PURCHASE Procedure 4.1

POLICY: Certain purchases may require review and/or approval prior to purchase. Appropriate reviews and approvals should be prompted when entering an order in Ariba. The following list contains many of the products, services and other documents that require review or approval, along with the appropriate individual, department, agency or other approver:

- Biological Safety Cabinets (Environmental Health and Safety, “EH&S”)
- Fume Hoods (EH&S)
- High pressure vessels and autoclaves (EH&S)
- Biological agents that require a waiver or indemnification for liability (EH&S)
- Radioactive materials (EH&S)
- Certain agents (EH&S)
- Hazardous materials and waste transportation and recycling (EH&S)
- Federal Small Business Subcontracting Plans (Federal Awarding Agency)
- Public Works (Capital Projects Office)
- Firearms (UW Police Department)
- Insurance (Risk Management)
- Piloting Rental Aircraft (Department of Transportation)
- Sole Source Purchases from UW Employees (State Executive Ethics Board)
- “Campus Art” (Washington State Art Commission)
- Cadavers (Institutional Biosafety Committee/EH&S)
- Trademarked Products (Campus Licensees—managed by Trademarks and Licensing)
- Furnishings/Equipment for Leases Spaces (UW Real Estate & Landlord)
- Purchases over \$15 Million (UW Board of Regents)

PROCEDURE:

Depending on the goods and/or services to be purchased, different levels of approval may be required. For all purchases in Ariba for which an additional approval is required, forward the appropriate documentation to the approver with a request for approval. When a Procurement Services staff member is making purchases of goods/services for which the approval requirements are unclear or unknown, review the relevant Procurement Policies. If the requirements are still unclear, forward to a supervisor, who will determine the appropriate contact within Procurement Services or another UW department.