2.4 Special Requisition Requirements

There are certain procurement requests that require special review and approval from designated campus departments, other than the requisitioning department, before a requisition can be processed. Some requests also necessitate the attachment of a specific form. Outlined below are examples of requests that require preliminary review and approval and/or a special attachment.

1. Air conditioners, heaters and other equipment that utilize electricity and/or involve utility connections require the prior approval of Facilities Services. This is done to determine if the proper unit is being purchased, if adequate utilities are available, and if the building structure is sufficient to house the equipment.

2. Vehicle acquisitions whether purchase, lease, gift or rental require the initial approval of Facilities Services, which is the department responsible for the University's vehicle fleet. A properly authorized and completed Vehicle Acquisition Request Form (sample) and Form SFO-100 (sample), available from Facilities Services must accompany the requisition.

3. Safety Equipment, clothing and uniforms, curtains, drapes, linings, carpeting and requests for residential furnishings such as mattresses, blankets, sheets, pillows and pillow cases require the preliminary approval of the Department of Safety and Risk Management. This is to insure that the materials meet the necessary fire and safety requirements and the standard specifications and/or approved brands list of the State.

4. Equipment purchase requests for capital items utilizing Federal funds must be accompanied with a properly completed Certification of Unavailability/Unsuitability Form. Capital Equipment is defined as all movable and fixed equipment costing $5000 or more and having a useful life of one (1) or more years. Prior to requisitioning, the department should contact Facilities Services to determine whether the building can support the equipment, has the adequate utilities, and a sufficiently large entrance to accept the equipment. The cost of installation and/or rigging should be estimated and budgeted as part of the acquisition cost of the equipment, whether performed by Facilities Services or an outside vendor. In addition, the University Property Office must subsequently be notified by the acquiring department of all capital equipment purchases. (For additional information on equipment purchases see section entitled "Equipment Screening Process", Section 2.20).

5. Construction, renovation, and building alteration requests require an initial review and concurrence by a variety of campus departments, as denoted on the New Construction/Major Renovation Project Review form. This is necessary to insure that all facets of the respective project are covered, and to verify that the plans and specifications have been properly prepared. Once approval has been given by the appropriate parties and signified on the New Construction/Major Renovation Project Review form, the requisition with the approved form will be forwarded for processing (see sample form, Section 3.17).

6. Telecommunication equipment, including all telephone and telephone answering device requests, require the preliminary approval and an authorized signature from the Networking and Telecommunication Office.

7. Independent Contractor/Consultant Service requests require the prior approval of the Office of Human Resource Administration and necessitate attaching an Independent Contractor Questionnaire to the requisition (see Section 2.7 entitled "Independent Contractor/Contract Employee").

(Rev. 4/08)
8. Major printing jobs, publications and brochures, generally in excess of $1,000, should be processed through the University's Publications Office for initial review and assistance in preparing the printing specifications, prior to submission to purchasing.

9. Radioactive material and laser product requests must be designated as such, and must receive prior approval from the Radiation Safety Officer located at the Narragansett Bay Campus.

10. Requests for controlled substances that mandate licensing require the preliminary approval of the Department of Safety and Risk Management, e.g., pure alcohol.

11. Procurement requests for all types of insurance require signature approval of the Department of Safety and Risk Management.

12. Computers are for the most part covered on Master Price Agreements. It is suggested that when there is a question as to the right computer for a particular application, departments should consult the University Computer Services Department (UCS) before submitting a requisition to the Purchasing Department.

13. Procurement requests for animals require prior approval from Graduate Studies Research & Outreach.