



Restricted Commodities and Special Approvals

COMMODITY OR SERVICE	REQUIRED APPROVAL PROCESS	APPROVED BUYING METHOD			
		University Contract	ePro Requisition	P-Card	Non-PO Voucher
3D Printers and Laser Cutters	3D printers and Laser Cutters can generate hazardous emissions and create safety hazards. They also often have room ventilation and exhaust requirements. Contact Environment, Health & Safety (EHS) to review safety, health and environmental considerations prior to purchase. Contact EHS at (734) 647-1143.				
Product or service from a U-M employee or a company in which a U-M employee has an interest	Purchasing products or services under these circumstances may be considered a conflict of interest. See the Procurement Services web site and contact Procurement Services for more information about the required process for managing conflict of interest.		X		
Access Control and Security Items	University of Michigan Division of Public Safety and Security (DPSS) and Architecture, Engineering and Construction (AEC) must approve all security and access systems due to safety and security reasons. Such approvals may be done in conjunction with the appropriate campus or UMHS Key Office, each of which maintains their respective systems for key access. Contact Facilities Procurement for assistance.		X		



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Air Conditioner (Window or Portable)	The use of window or portable air conditioning units must be approved by Architecture, Engineering and Construction (AEC) to assess proper electrical requirements. Contact Facilities Procurement for assistance.		X		
Airline Club Membership	The purchase of airline club memberships is not allowed using university funds and is not a reimbursable expense. See the Travel and Business Hosting Expense Policies and Procedures and the Procurement Services web site.				
Alcoholic Beverage - Hosting Reimbursement	The purchase of alcoholic beverages is limited. See the Travel and Business Hosting Expense Policy and the Office of the Vice-President and General Counsel web site.			X	X
Alcoholic Beverages - Served at Events on University of Michigan Campuses	See the Office of the Vice-President and General Counsel web site and the Travel and Business Hosting Expense Policy .			X	X
Animals – vertebrate	<p>All animal orders must be placed through the U-M’s eReserch Animal Management (eRAM) system via the completion of an Animal Purchase Request. This includes those with other institutions or non-commercial vendors. More information at: https://animalcare.umich.edu/animal-use/animal-ordering-acquisition.</p> <p>ALL uses of animals require IACUC protocol, whether alive or dead, except in certain cases. IACUC approval is required prior to the initiation of any involvement of animals in research, teaching, demonstration, and/or testing activities. Please contact the ACUO for assistance (acuoffice@umich.edu).</p>	X	X		



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Animals – vertebrate use or services involving animals	In addition to a research agreement, purchase order or services contract, a Memorandum of Understanding (MOU) between U-M and the other entity’s IACUC (or ethics body) will be needed Contact the ACUO for assistance (acuoffice@umich.edu).	X	X		
Antibodies – custom made	The purchase of custom-made antibodies involves the use of animals and requires a Memorandum of Understanding (MOU) between U-M and the other entity’s IACUC (or ethics body). Please contact the ACUO for assistance (acuoffice@umich.edu).	X	X		
Architectural Services	The Executive Director of Architecture, Engineering and Construction (AEC) must approve all requests for architectural and related engineering services. Contact Facilities Procurement for assistance. For approval and procedures within University of Michigan Hospital and Health Centers contact UMHHC Facilities Services .	X	X		
Auditors	Use of the university’s external auditor, Price Waterhouse Coopers (PWC), must be reviewed by University Audits .		X		
Biological Safety Cabinets (BSC)	Contact Environment, Health & Safety (EHS) at (734) 647-1143. A site evaluation is required for certification of new and relocated biological safety cabinets. The following manufacturers have been approved for the purchase of Class II BSCs: Allentown, Baker, ESCO, Labconco, Nuaire, Panasonic, and Thermo-Fisher. All other manufacturers and models require qualification testing onsite, coordinated through EHS.	X	X		



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Biological Toxins (Select Agent Toxins [Abrin, Botulinum neurotoxins, Short paralytic alpha conotoxins, Diacetoxyscirpenol (DAS), Ricin, Saxitoxin, Staphylococcal Enterotoxins (Subtypes A, B, C, D, E), T-2 toxin, Tetrodotoxin])	The acquisition, purchase or transfer of Select Agent (SA) toxins at the University of Michigan, regardless of the quantity, requires prior approval by the University of Michigan Biological Safety Officer (BSO). Prior to purchase contact the BSO within Environment, Health & Safety (EHS) Biological Safety at (734) 647-1143. The following information must be provided: name of the individual requesting the toxin, address, telephone number, email address, as well as the intended use, quantity and source of the agent.		X		
Capital Equipment	All equipment purchases \$5,000 and over for the Ann Arbor, Flint and Dearborn campuses must be categorized as capital equipment and must be handled by the appropriate procurement team . Some departments or units have more restrictive requirements for the purchase of capital equipment. All U-M Hospital and Health Centers equipment purchases \$500 and over must be approved by UMHHC Facilities Services .	X	X		
Charge Cards (Credit, Debit, Merchant)	Application for charge cards (credit, debit) other than the university P-Card is not allowed. The U-M Merchant Card, known as the M-Card, is managed by the Treasurer's office and can be used by faculty, staff, students, U-M retirees, and others. Visit the Treasurer's Office web site for more information.				
Chemical or Oil Storage	Environment, Health & Safety (EHS) Environment, Health & Safety (EHS) must be notified when purchasing/storing chemicals or oil. Areas and operations of concern are containers 55 gallons or greater and include: above ground storage tanks, underground storage tanks, hydraulic lifts, drum storage, waste oil tanks, and waste collection areas. Contact Environmental Permitting & Protection Program (EP3) at 734-936-1920.		X		
Cleaning Operations	Environment, Health & Safety (EHS) must review all activities involving the use of chemicals and detergents that potentially could release pollutants into the environment. Pollutants include anything other than pure tap water.		X		



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Clinical Equipment for Patients	All patient clinical equipment regulated under the Environment of Care section for the Joint Commission must go through the UMHHC department for tracking. This is accomplished only by placing orders using MPathways ePro requisition buying method. Questions can be directed to the Hospital Facilities department Capital Budget Manager or the Health System's Contracting and Procurement Staff .		X		
Computer Systems (Major Administrative Systems)	Contact Technology Procurement for assistance. If the system will connect to a University's network, the appropriate technology department (MAIS, MCIT, Flint, Dearborn etc.) should be consulted prior to the purchase.		X		
Construction Contracts	Construction contracts must only be approved and signed by persons with the appropriate delegated authority. See Delegation of Authority . Contact Facilities Procurement for assistance.		X		
Donations	Most donations and contributions of University funds are not permitted under the State of Michigan Constitution. However, there are some situations in which the University is able to use its money and resources to support the needs of others. These situations must be approved in advance by the University Controller.				
Engineering Services	The Executive Director of Architecture, Engineering and Construction (AEC) must approve all requests for architectural and related engineering services. Contact Facilities Procurement for assistance. For service required within the University of Michigan Hospital and Health Centers contact Hospital Facilities for approval and required process.	X	X		
Equipment or Systems Venting to Air or Discharging to Sewer	Environment, Health & Safety (EHS) must review and approve modifications to existing or new installations of equipment or systems that vent to air or discharge to water. Air or water discharge treatment systems also require approval.		X		
Ethyl Alcohol Tax-Exempt (Ethanol, Research Grade, 190 and 200-proof)	Purchase and storage of ethyl alcohol is restricted per Federal Regulations Title 27: Alcohol, Tobacco and Firearms, Part 22-Distribution and Use of Tax-Free Alcohol Section 22.102 Prohibited Uses. The Biomedical Research Stores in LSI and MSRB II have an inventory of small quantities. For instructions and forms for ordering ethyl alcohol see U-M Ethyl Alcohol Program .	X			



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Facility Renovation of, or Alteration to, University of Michigan Owned Property	All internal and external modifications to University of Michigan property must be approved by Architecture, Engineering and Construction (AEC). Contact Facilities Procurement for assistance. For service required within University of Michigan Hospital and Health Centers contact Hospital Facilities for approval and required process.	X	X		
Firearms and Ammunitions	The purchase or possession of firearms must be approved by University of Michigan Division of Public Safety and Security (DPSS) .		X		
Floor Coverings (Including Tile, Carpeting, etc.)	Due to facility codes and regulatory issues, purchase of floor coverings must be approved by Architecture, Engineering and Construction (AEC). Some floor covering may be purchased directly through the university's Strategic Suppliers. Contact Facilities Procurement for assistance. For service required within University of Michigan Hospital and Health Centers contact Hospital Facilities for approval and required process.	X	X		
Food Service Operation	Any structural, equipment, or process change to any facility requires plan review by Environment, Health & Safety (EHS). Departments interested in food service operations in their building should refer to the Food Service Planning Guidelines, Process & Tools .	X	X		
Hazardous Exhaust Ventilation Hoods (Chemical Fume Hoods, Lab Hoods, Spray Booths, Paint Booths, Canopies, Snorkels, etc.)	Installation of any exhaust ventilation designed to remove chemical, biological or radioactive materials or any air emission source must be reviewed, approved, and certified for use by Environment, Health & Safety (EHS). Contact EHS at (734) 647-1143.. Refer to the Architecture, Engineering and Construction (AEC) Design Guidelines for current manufacturers, models, and features that have been approved for purchase. For service required within University of Michigan Hospital and Health Centers contact Hospital Facilities for approval and required process.	X	X		



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Furniture	Due to facility codes and regulatory issues, purchase of furniture must be approved by Interior Design and/or facility managers. Some furniture may be purchased directly through the University's Strategic Suppliers. Approval to purchase furniture is generally granted by the unit or the facility manager. Access to order from furniture catalogs on M-marketsite requires departmental approval and a special request for such access to Procurement Services. Ordering and billing information can be found in each Furniture Supplier's link on the University Contracts website. For off-contract purchases contact Facilities Procurement for assistance. For service required within University of Michigan Hospital and Health Centers (contact Hospital Facilities for approval and required process.	X	X		
Gas Chromatograph (GC) / Electron Capture Detectors (ECD)	Gas Chromatograph / Electron Capture Detectors may contain a radioactive foil that must be inventoried and leak-tested twice a year by Environment, Health & Safety (EHS) - Radiation Safety Service (RSS). Prior to purchase, contact EHS/RSS (734) 764-6200.	X	X		
Gas (Compressed, Hazardous, Toxic and Pyrophoric)	<p>Approval must be obtained to purchase the following hazardous gases, in cylinder sizes larger than a lecture bottle (size LB): carbon monoxide, hydrogen >5%, corrosive gases, liquid oxygen, oxidizers (i.e. nitrous oxide), hydrides (i.e. arsine, disilane, diborane, germane, phosphine, silane), and toxic gases (NFPA Health Rating of 3 or 4 e.g. chlorine, fluorine, hydrogen sulfide).</p> <p>The Following Are Exempt From This Policy: Lecture bottles, Hydrogen ≤ 5% with inert gas balance, Gaseous oxygen.</p> <p>The following departments are exempt due to restrictions and audits through separate programs: Lurie Nanofabrication Facility (LNF), Facilities and Operations department, Hospitals and off-site clinics, and School of Dentistry patient clinics.</p> <p>Departments must complete this authorization request form to purchase any of the restricted gases. EHS will email the approval to the requester and notify the contracted suppliers. Additional information on the policy can be found at https://ehs.umich.edu/research-</p>	X	X		



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	clinical/chemical/compressed-gas/ Contact EHS at (734) 647-1143 or visit https://ehs.umich.edu/research-clinical/chemical/compressed-gas/ for additional information. See the Procurement Services website for the current university gas contracted suppliers.				
Glove Boxes: Isolation and Containment Chambers	The purchase of glove boxes for laboratory use, of chemical or biological agents, requires approval by Environment, Health & Safety (EHS). To start the approval process contact EHS for an evaluation at (734) 647-1143.	X	X		
Heavy or Industrial Equipment	Heavy or industrial equipment, such as, forklifts, aerial lifts, tractors, etc. requires additional review and approval by Environment, Health & Safety (EHS) for safety and environmental considerations prior to purchase. Contact EHS at (734) 647-1143.		X		
Human Tissue	Human tissue is defined as: bone, ligaments, tendons, fascia, cartilage, ocular tissues (corneas and sclera), skin, vascular grafts (veins and arteries), amniotic membrane (when used alone, without added cells) for ocular repair), pericardium, dura mater, heart valve allograft, hematopoietic stems cells derived from peripheral or umbilical cord blood, semen, oocytes, and embryos. Tissue must be purchased from a supplier using good manufacturing practices and appropriate procedures. The FDA requires that the supplier undergo a Supplier Qualification to ensure that the supplier meets the regulatory requirements. The Good Tissue Manufacturing and Laboratory Practice (GTMLP) team (within UMHS Quality Improvement) conducts the thorough Supplier Qualification program for all suppliers of human tissue. Contact the GTMLP team at (734) 615-0529 pager #35619 to ensure the supplier has been qualified and for any questions.		X		
Insurance	All insurance acquisitions require approval from Risk Management .				
Insurance (Life, Health, and Travel for U-M Students)	Must be reviewed by Procurement Services. Contact Procurement Services for assistance. See the Student Life, University Health Service, Managed Care/Student Insurance Office website or contact the Managed Care office at (734) 764-5182.	X			



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Interior Design (Outside Contractors)	Contact U-M Interior Design or Facilities Procurement . For services required within University of Michigan Hospital and Health Centers contact Hospital Facilities for approval and required process.		X		
Land Purchases	Regents Bylaw 3.07 states that the Regents of the University of Michigan have to approve the acquisition or sale of real estate. Contact the University’s Real Estate office at (734) 763-2302 for more information or assistance. See SPG 601.23 .				
Laser Devices	Anyone purchasing a Class 3B or Class 4 laser for non-clinical use must complete a Request to Purchase a Class 3B or Class 4 Laser form and sent it to Environment, Health and Safety (EHS) for approval by the Laser Safety Officer (734-647-5224). A site evaluation may be required.		X		
Lease Agreements (Equipment or Products)	Lease agreements for equipment or products, other than real estate, require review and signature by Procurement Services. A lease requires review by Procurement Services regardless of whether the supplier accepts a university purchase order in lieu of any other signed agreement.		X		
Lease Agreements (Property)	Contact the University’s Real Estate office at (734) 763-2302 for information or assistance. See SPG 601-23 .				
Lease Agreements (Tax-Exempt or Municipal)	University of Michigan policy discourages the use of tax free municipal leases unless there is a significant benefit to the University. Use of this type of lease requires monitoring and reporting by the department. The requesting department must sign a service level agreement with the university to use this form of lease. All municipal leases require review by the University Tax Office , and review and signature by the Executive Vice President and Chief Financial Officer. Contact Procurement Services for assistance with this process.		X		
Legal Services	The purchase of any legal services must be approved by the Office of General Counsel (OGC).	X	X		
License Agreements	Only Procurement Services procurement agents have the delegated authority to sign these agreements. Contact Procurement Services for assistance.		X		



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Liquid Scintillation Counters or Gamma Counters	Liquid scintillation counters (LSC) and gamma counters may contain a radioactive sealed source that must be inventoried by Environment, Health & Safety (EHS) - Radiation Safety Service (RSS). Prior to purchase contact EHS/RSS (734) 764-6200.	X	X		
Maintenance Agreements	Most maintenance arrangements require the signing of an agreement. Only Procurement Services procurement agents have the delegated authority to sign these agreements. Contact Procurement Services for assistance.	X	X		
Parking Tickets and Moving Vehicular Violations	Parking tickets and moving violations cannot be paid with university funds or sponsored funds.				
Pest Control	Contact Environment, Health & Safety (EHS) at (734) 647-1143 for university guidelines regarding the purchase of any pest control services.		X		
Pharmaceuticals	Pharmaceuticals can only be purchased by units holding an appropriate DEA license. For units with a DEA license, the purchase of pharmaceuticals is normally done from a contract. Contact Procurement Services with your pharmaceutical purchase needs to establish a contract or to be referred to an existing contract.		X		
Precious Metals (Silver, Gold, Platinum, etc.)	The purchase of precious metals must use account code 615050 for tracking by Financial Operations.		X		
Protected Health Information (PHI)	Health Information Portability and Accountability Act (HIPAA) require the University of Michigan to sign Business Associate Agreements with all Business Associates prior to beginning work with them. A Business Associate is someone who does not work for the University of Michigan and needs access to our patient's Protected Health Information (PHI). In order for the University to share PHI with a Business Associate, a Business Associate Agreement must be signed by both parties. Contact Procurement Services for assistance.	X	X		
Radioactive Material	The purchase or acquisition of radioactive materials by researchers at the University of Michigan is restricted and requires prior approval by Environment, Health & Safety (EHS) – Radiation Safety Service (RSS). Prior to purchase contact EHS/RSS (734) 764-6200. Radioactive material orders and invoices <u>must</u> include a clearance code number issued by EHS-RSS. See specific instructions for placing radioactive material orders .	X	X		



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Relocation (Moving Expenses)	Contact Human Resources for policy on moving expenses.				
Renovations or Alterations to Facilities Leased to the University of Michigan	For leased facilities, the approved method varies by lease agreement. Lease agreements may require work to be performed by the landlord. A lease may also stipulate the use of a specific contractor(s) or may allow the university to have work performed in a manner similar to a university-owned facility. Work must be approved through the University Real Estate Office for leased facilities (734) 763-2302. Contact Facilities Procurement for assistance. For service required within University of Michigan Hospital and Health Centers contact Hospital Facilities for approval and required process.		X		
Research Facilities	Project requests and design plans for any research facility must be reviewed and approved by Environment, Health & Safety (EHS).		X		
Respirator (Excluding Dust Masks)	University employees must obtain all respirator devices through Environment, Health & Safety (EHS). Filtering facepieces, i.e., “Dust Masks”, used for nuisance dust activities can be obtained through EHS or purchased through the M-marketsite website. All University employees that utilize respiratory protection are covered under the University of Michigan Respiratory Protection Program. One exception is Hospital employees that use an N95 respirator for protection against infectious diseases and are covered under UMHS’ Respiratory Protection Program. Please contact EHS at (734) 647-1143 if you have any questions or concerns regarding Respiratory Protection.	X	X		
Security Equipment	Purchase of these items requires approval by the Public Safety and Security. Please contact Public Safety and Security at (734) 763-3434 for approval. Contact Facilities Procurement for assistance. For service required within University of Michigan Hospital and Health Centers contact Hospital Facilities for approval and required process.	X	X		
Self-Luminescent (Tritium H-3) EXIT Signs (<i>not</i> reflective or electrical EXIT signs)	Self-luminescent EXIT signs contain a radioactive gas tritium (H-3). Environment, Health & Safety (EHS) – Radiation Safety Service (RSS) must maintain an inventory of these self-luminescent EXIT signs. This does NOT apply to reflective EXIT signs or electrical EXIT signs. Prior to purchase contact EHS/RSS at (734) 764-6200.	X	X		



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Services by Individuals	The purchase of any services from an individual must be processed through PeoplePay. The PeoplePay tool provides instruction on the proper method for each transaction.		X		
Services Provided by Supplier	All services performed by suppliers are to be purchased on a contract or ePro requisition to ensure compliance with University policies and the requirements of the unit will be met. For assistance in placing an order for services, please contact the Procurement Services area appropriate for the type of service required. Contact Procurement Services for assistance.	X	X		
Superconducting Magnets (MRI, NMR, Mass Spectrometry)	The purchase of any device with a magnet rated at 2 Tesla (2T = 20,000 gauss) or more must first be approved by Environment, Health & Safety (EHS). Nuclear Magnetic Resonance (NMR), Magnetic Resonance Imaging (MRI), and Mass Spectrometers, are included. Contact EHS at (734) 647-1143.		X		
Telecommunication Systems	Telecommunications systems requirements must be approved by ITS Communications Systems and Data Centers . Contact Technology Procurement for assistance.		X		
Vehicles (Transportation)	All University vehicles are purchased or leased, and disposed of by Parking and Transportation Services (PTS), including those obtained by departments as gifts or under research grants. It is not permissible for a department to acquire a vehicle independent of PTS. Refer to SPG 601.21 . The purchase, rental or lease of 15-passenger vans is prohibited.		X		
Vending, Food and Beverage	Due to regulatory requirements, vending services for food and beverages must be procured using the university's vending service contract. Approval should also be obtained from the department facilities manager and/or administrator. See Strategic Contracts for additional information.	X			
Viral Vector Kit (Including Adenoviral, Lentiviral, Retroviral)	The use of a viral vector kit or construct (including adenoviral, lentiviral, retroviral) is considered to be recombinant DNA work. The Institutional Biosafety Committee (IBC) oversees all recombinant DNA work at the university, and work with viral vectors requires approval by the IBC before it may begin, even if you are not making the viral vector construct yourself. If you do not currently have IBC approvals contact IBC to initiate the registration process. Contact the IBC for questions or additional information at (734) 936-3934 or ibcquestions@umich.edu .	X	X		



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Web Support and Design (For all Michigan Medicine Departments, Units or Programs)	Any engagement of external or internal vendors for Website Support and Design for Michigan Medicine Departments, Units or Programs must first have review and signature approval from the Michigan Medicine Director of Digital Strategy & Engagement (Denise Beaudoin). This includes technical development and programming, content writing, and web design.	X	X		
Window Covering	Due to facility codes and regulatory issues, purchase of window coverings must be approved by Architecture, Engineering and Construction (AEC). Contact Facilities Procurement for assistance.		X		
X-ray Machines	The purchase or acquisition of an x-ray machine or radiation-producing device requires Environment, Health & Safety (EHS) - Radiation Safety Service (RSS) approval and must be registered with the State LARA by RSS prior to first use. Contact EHS/RSS for assistance at (734) 764-6200.	X	X		