

Restricted Purchases 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) at (734) 647-1143 to review safety, health and environmental considerations prior to purchase.				
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 Conflict of Interest Policy and contact Procurement Services for more information about the required process for managing conflict of interest.		X		
Access Control and Security Items	The 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 Michigan Medicine Key & ID Office, each of which maintains their respective systems for key access. Contact the Facilities Procurement team for assistance.		X		
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 the Facilities Procurement team for assistance.		X		
Airline Club Membership	The purchase of airline club memberships is not allowed using university funds and is not a reimbursable expense.				
Alcoholic Beverage - Hosting Reimbursement	The purchase of alcoholic beverages is limited. See the FAQ section on the Office of the Vice President and General Counsel website.			X	X
Alcoholic Beverages – Served at events on university campuses	See the Office of the Vice President and General Counsel website for guidance.			X	X

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Animals – vertebrate	All animal orders must be placed through the U-M’s eResearch Animal Management (eRAM) system via the completion of an Animal Purchase Request. This includes those with other institutions or non-commercial vendors. See Animal Ordering and Acquisition for more information. 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. Contact the Animal Care & Use Office for assistance.	X	X		
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 Animal Care & Use Office for assistance.	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). Contact the Animal Care & Use Office for assistance.	X	X		
Architectural Services	The Executive Director of Architecture, Engineering and Construction (AEC) must approve all requests for architectural and related engineering services. Contact the Facilities Procurement team 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, Pricewaterhouse Coopers (PwC), must be reviewed by Audit Services .		X		

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Biological Safety Cabinets (BSC)	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. Contact Environment, Health & Safety (EHS) at (734) 647-1143.	X	X		
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, regardless of the quantity, requires prior approval by the U-M 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 University of Michigan Hospital and Health Centers equipment purchases \$5,000 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 UM PCard 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 website for more information.				

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Chemical or Oil Storage	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		
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 UMHHC Facilities Services department Capital Budget Manager.		X		
Computer Systems (Major Administrative Systems)	Contact the Technology Procurement team for assistance. If the system will connect to a university network, the appropriate technology department (ITS, HITS, 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 Table 1 - Delegations of Authority or contact the Facilities Procurement team 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 Controller and Director of Financial Operations .				

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Engineering Services	The Executive Director of Architecture, Engineering and Construction (AEC) must approve all requests for architectural and related engineering services. Contact the Facilities Procurement team 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			
Facility Renovation of, or Alteration to, University of Michigan Owned Property	All internal and external modifications to university property must be approved by Architecture, Engineering and Construction (AEC). Contact the Facilities Procurement team 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 the 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 university Strategic Suppliers. Contact the Facilities Procurement team for assistance. 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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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		
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 university 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 Procurement Services website. For off-contract purchases contact the Facilities Procurement team 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 at (734) 764-6200.	X	X		

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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. Environment, Health & Safety (EHS) will email the approval to the requester and notify the contracted suppliers.</p> <p>Contact EHS at (734) 647-1143 or visit Compressed Gas on their website for additional information. See the Procurement Services website for the current university gas contracted suppliers.</p>	X	X		
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. require additional review and approval by Environment, Health & Safety (EHS) for safety and environmental considerations prior to purchase. Contact EHS at (734) 647-1143.		X		

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Human Tissue	<p>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.</p> <p>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.</p>		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. Also see Student Life, University Health Service, Managed Care/Student Insurance Office website or contact Managed Care at (734) 764-5182.	X			
Interior Design (Outside Contractors)	Contact U-M Interior Design or the 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 U-M Real Estate Office at (734) 763-2302 for more information or assistance. See Real Estate Transactions 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 send it to Environment, Health and Safety (EHS) for approval by the Laser Safety Officer (734-647-5224). A site evaluation may be required.		X		

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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 agreements.		X		
Lease Agreements (Property)	Contact the U-M Real Estate Office at (734) 763-2302 for information or assistance. See Real Estate Transactions SPG 601.23 .				
Lease Agreements (Tax-Exempt or Municipal)	University 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 U-M 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 the Vice President and 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		
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 at (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.				

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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) requires the university 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 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		
Relocation (Moving Expenses)	See Moving and Relocation Expenses SPG 201.68 or visit the Human Resources website for more information.				

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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 U-M Real Estate Office for leased facilities (734) 763-2302. Contact the Facilities Procurement team 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). Contact EHS at (734) 647-1143.		X		
Respirator (Excluding Dust Masks)	University employees <u>must</u> 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 on 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. 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 Division of Public Safety and Security (DPSS) . Contact DPSS at (734) 763-3434 for approval. Contact the Facilities Procurement team for assistance. 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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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		
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, 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 the Technology Procurement team for assistance.		X		
Vehicles (Transportation)	All university vehicles are purchased or leased, and disposed of by Logistics, Transportation & Parking (LTP), including those obtained by departments as gifts or under research grants. It is not permissible for a department to acquire a vehicle independent of LTP. Refer to Parking and Transportation Services SPG 601.21 . The purchase, rental or lease of 15-passenger vans is prohibited.		X		

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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 Suppliers 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 email IBCstaff@umich.edu .	X	X		
Web Support and Design (For all Michigan Medicine Departments, Units or Programs)	Any engagement of external <u>or internal</u> 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 Treatments	Due to facility codes and regulatory issues, the purchase of window treatments must be approved by Architecture, Engineering and Construction (AEC). Contact the Facilities Procurement team for assistance.		X		
X-ray Machines	The purchase or acquisition of an x-ray machine or any 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		