

Special Purchase Approvals

Effective June 30, 2017

This Schedule is a companion document to the University's Purchasing Policy.

Certain types of purchases require prior approval from specific units at the requisition or planning stage. Purchasing is not to occur without these approvals. These are listed below and may be revised, when appropriate, by the Vice-President (Administration and Finance).

Permission to deviate from these approvals should be obtained in writing from the unit designated to control the purchase. A copy of this approval should be forwarded to the Department of Financial and Administrative Services with the invoice or direct pay.

ADVERTISING FOR EMPLOYMENT - Advertising for Faculty and Postdoctoral Fellows positions is approved by the unit and is a unit expenditure. Advertising for staff positions is approved by the Department of Human Resources and is a Human Resources expenditure.

ART – Commissioning or purchasing of art work or fine art is subject to the Art Collection policy (*in development*).

BUILDING MAINTENANCE AND REPAIRS - All requisitions for physical facility repair, maintenance and renovations will be submitted to the Director of Operations and Maintenance – Facilities Management or Manager of Facilities and Technical Services at the Marine Institute using the approved work order or project request processes. Units will not be charged where the request involves work carried out as normal maintenance to existing facilities. Units are expected to fund changes or extensions to existing services to accommodate equipment installations, changes in room function or convenience.

CARDS – printed cards to be sent to external parties from the University are to be purchased from one of the University Bookstores. As an alternative, the Executive Director of Marketing and Communications must approve all cards not purchased from the University Bookstore and Print and Mail Services, Department of Financial and Administrative Services must print the cards to ensure appropriate quality and design.

CONTROLLED GOODS - The purchase of controlled goods is subject to the Controlled Goods Regulations of the Defense Production Act (Canada). See the [Controlled Goods](#) policy.

COMPUTERS, COMPUTER COMPONENTS, DESKTOP PRINTERS AND OTHER RELATED SUPPLIES - If the University's IT Procurement (ITP) can provide the required items they should be contacted as a potential supplier. Items may be purchased directly from ITP without obtaining alternate price quotations as ITP has already performed this function.

COMPUTERS AND DATA COMMUNICATIONS REPAIRS- Repair and maintenance of microcomputers, terminals and peripherals, or the installation of data communications and network equipment should be performed in consultation with the Department of Technical Services or Information and Communications Technologies at the Marine Institute.

CONVOCATION EXPENSES - All requisitions for any expenses in relation to degree conferring convocation ceremonies will be submitted to the Executive Director of Marketing and Communications.

COURSES - CREDIT AND NON-CREDIT - Approval by the Director of Human Resources is required. See [Employee Training and Development](#) policy.

DIVING EQUIPMENT AND SUPPLIES - Requests for diving equipment and supplies will be submitted to the Environmental Health and Safety for approval. Two exceptions to this requirement are the Department of Biology and Marine Institute.

EMPLOYMENT - All requisitions which require employment or payment for services of a person(s) will be submitted to the applicable Human Resources Department.

ERGONOMIC ASSESSMENTS - Ergonomic assessments, work stations, and related equipment for employees must be arranged through the Environmental Health and Safety.

EXTENSION CORDS AND POWER BARS - In order to ensure the safe operation of electrical systems on campus, it is required that all purchases of extension cords and power bars be approved by the Department of Facilities Management – Operations and Maintenance or Facilities and Technical Services at Marine institute.

FLOWERS - The Executive Director of Marketing and Communications has the authority to co-ordinate the purchase of flowers for a funeral wreath in respect of deceased employees. This extends to making donations to a charity where there is a request for such in lieu of flowers.

FURNITURE AND FIXTURES FOR OFFICE RENOVATIONS - Purchases require prior approval from the Department of Facilities Management – Engineering and Construction.

GIFTS - Are not to be purchased from University funds without the prior approval of the Director of Alumni Affairs and Development, the Vice President (Marine Institute) or the Vice President (Grenfell), as appropriate. In all cases, gifts will be of a reasonable value.

INSURANCE - Requests for insurance coverage other than group will be submitted to Enterprise Risk Management.

LABORATORY EQUIPMENT AND ELECTRONICS - Repair and maintenance, design and construction, and installation of laboratory equipment, scientific instruments, microscopes, balances and security systems; and fabrication and testing of printed circuit boards, require prior approval from the Department of Technical Services

LEASE OR RENTAL OF VEHICLES AND BOATS - All requisitions for purchase, lease or long term rental of vehicles, forklifts and boats are controlled by the Department of Facilities Management through [Vehicles - University Owned or Leased policy](#).

LEGAL SERVICES - All requests for legal services or legal advice must be approved by the Office of General Counsel.

LIQUOR SERVICES - The acquisition of liquor services is permitted on a restricted basis in accordance with the University's [Hosting Policy](#) and [Alcohol Policy](#).

MACHINE SHOP - Machine shop services, design and construction, repair and maintenance, CNC machining, selective sintering, laser scanning, laboratory equipment, vacuum pump maintenance and preventive maintenance, model fabrication and student projects are required to be obtained from the Department of Technical Services.

MARINE SERVICES – Ocean Sciences Centre shop services, repair and maintenance, design and construction and installations is required to be obtained from the Department of Technical Services.

MODEL FABRICATION - Design and construction, student projects, non-metal fabrication and shop services is required to be obtained from the Department of Technical Services.

MULTIMEDIA EQUIPMENT - Design and installation of projectors, screens, document cameras, lecture capture systems, video conferencing units and other related audiovisual (AV) equipment for classrooms and learning spaces require consultation/approval from Centre for Innovation in Teaching and Learning.

OFFICE SUPPLIES - Refer to Department of [Financial and Administrative Services](#) website for details of the current office supply contract. All items on this contract are to be purchased from the current vendor. For non-contract items, follow [PURCHASING PROCEDURES – GENERAL](#).

PHOTOGRAPHIC SERVICES AND EQUIPMENT - All purchases of photographic services and equipment require the prior approval of the Executive Director of Marketing and Communications. The exceptions to this requirement are: Centre for Innovation in Teaching and Learning; the Marine Institute; the Visual Arts Photography program, and the Library at Grenfell Campus.

POSTAGE - Refer to Print and [Mail Services](#) for specifics.

PRINTING, DUPLICATING AND PHOTOCOPYING EQUIPMENT - Purchases, leases and rentals of printing, duplicating and photocopying equipment require the prior approval of the Manager Printing Services, Department of Financial and Administrative Services.

PRINTING - No purchases are permitted without the prior approval of the Manager of Print and Mail Services, Department of Financial and Administrative Services.

PUBLICATIONS - No purchases are permitted without the prior approval of the Executive Director of Marketing and Communications per the [Publications Policy](#).

RADIATION DEVICES AND NUCLEAR SUBSTANCES - Such purchases must be coordinated with the University Radiation and Biosafety Control Officer.

REFRIGERATION - Repair and maintenance, design and construction, laboratory equipment and installations require the prior approval of the Department of Technical Services.

RENOVATIONS - are coordinated through the Department of Facilities Management. Written requests detailing requirements must be forwarded to the Director of Engineering and Construction - Facilities Management. See Capital Projects policy.

SCIENTIFIC GLASSBLOWING - Design and construction, repair and construction, installations and laboratory equipment is required to be obtained from the Department of Technical Services.

SECURITY SYSTEMS - Repair and maintenance, design and construction, installation of security systems require prior approval from the Department of Technical Services or Information and Communications Technologies at the Marine Institute.

SPACE LEASING – The acquisition of leased space must follow the [Space Leasing](#) policy.

TANGIBLE CAPITAL ASSET PURCHASES - require special approvals as indicated in the [Procedure for Procuring Tangible Capital Assets](#)

TELEPHONES AND TELEPHONE SERVICES - All requisitions for telephones and telephone services, including mobile devices must be submitted to the Telecommunications Office, Information Technology Services or Information and Communications Technologies at the Marine Institute. See [Telecommunications](#) policy.

UNIVERSITY CLOTHING - The purchase of University logo clothing is only permitted when required for University business where visibility of the Memorial branding is important. This clothing is to be purchased from one of the campus bookstores. Prior approval of the Dean, Director, or Associate Vice President as applicable is required. This policy excludes uniforms and protective clothing.

WELDING AND FABRICATION - Complete welding services, sheet metal fabrication, water jet cutting, design and construction, repair and maintenance and laboratory equipment, model fabrication and student projects is required to be obtained from the Department of Technical Services.

2.0 PURCHASES STRICTLY PROHIBITED

The following goods and services are strictly prohibited from being purchased with University funds.

DECORATIONS AND SUPPLIES - for events such as Christmas.

FINES - such as parking tickets.

FLOWERS AND GIFTS - for employees, except as provided under the above Purchase Approvals List.

MEMBERSHIPS - Memberships in various hotel executive clubs, health clubs, sporting clubs, etc., are not an approved University expenditure. In addition memberships in professional organizations such as accounting associations, engineering associations or similar associations or societies where annual membership is a requirement to maintain a professional designation is not a permitted University expenditure, EXCEPT for memberships to be charged under an annual Professional Development and Travel Expense Reimbursement claim.

PARTY EXPENSES - for Christmas, retirements or other social occasions.

PERSONAL MEDICAL EXPENSES - such as wheelchairs, crutches, etc., are not an approved University expenditure. Consult the provisions of the University medical insurance plans administered by the Department of Human Resources.

PERSONAL PURCHASES - are prohibited and must not be ordered or invoiced through the University. University orders by faculty/staff charged to their personal credit card are not permitted, except as allowed for under the [PROCEDURE FOR USING PETTY CASH](#).

WATER AND WATER COOLERS - as per the Memorial University of Newfoundland Water Pledge, the University has eliminated the use of bottled water at all University events. The purchase of water in any form for general use by employees is not an approved expenditure.