

REQUIRED PRIOR APPROVALS

<u>Type of Purchase</u>	<u>Fund Source</u>	<u>Dollar Levels</u>	<u>Approval</u>
Advertisements – Personnel	All	All	Employment Services and Operations
Advertisements – Other – External Relations	All	All	Advancement and University Relations
Trade-In Equipment	All	All	University Property Manager
Carcinogens, Suspected	All	All	Environmental Health and Safety
Radioactive Material	All	All	Environmental Health and Safety
X-Ray Equipment	All	All	Environmental Health and Safety
Class I-IV Lasers	All	All	Environmental Health and Safety
Security Systems	All	All	UHD Police and Telecommunications Department
Capital Equipment	Ledger 5	Over \$3,000	Office of Research and Sponsored Programs
Repairs and Maintenance	Ledger 5	All	Office of Research and Sponsored Programs
Rentals and Leases	Ledger 5	All	Office of Research and Sponsored Programs
Service Agreements	Ledger 5	All	Office of Research and Sponsored Programs

Purchases of \$100,000 or more	All	\$300,000.00	VP for Division VPAF
Purchase of \$300,000.01 /Chancellor/Chancellor's Designee	All	Up to \$1,000,000.00	President (UHD),
Purchase of \$1,000,000.01 or more	All		Chancellor or Chancellor's Designee