

How Do I Handle...

Approvals Required Prior to Purchase

Certain commodities of goods and services need additional approvals before they can be purchased. HokieMart will automatically route requisitions through the approval process when the correct account code is used. The applicable account codes are found in the [Account Codes for Administrative Approval](#) guide. A complete listing of account codes can be found on the [Account Code Listing](#) on the Controller's website.

Certain areas of campus require they be contacted and give approval prior to a purchase being made. These are not handled automatically through the HokieMart system. This requirement falls on the requester to handle prior to submitting the order in HokieMart.

Network Infrastructure & Services

(Approval handled automatically through HokieMart workflow)

Telecommunications goods and services

Purchases of all telecommunications products, services and/or maintenance contracts on telecommunications hardware and software (i.e., telephones, telephone systems, two-way radios, microwave transactions, internet subscription services, cell phones - new and replacement, cell phone accessories, XM Radio, and any cable or satellite TV services) must be purchased/requested through Network Infrastructure & Services (NI&S). NI&S also processes cellular telephone purchases, monthly cellular data plans and monthly service charges.

Computer Software / IT Applications

(Approval handled automatically through HokieMart workflow)

IT Procurement and Licensing Solutions (ITPALS) is the university office charged by [University Policy 3015, "University Contract Signature Policy and Procedures."](#) to be the point of contact for all contracts related to computer hardware and software. ITPALS has established a standard that governs the procurement of software. This standard sets requirements and review processes to be completed prior to ordering software. Adherence should minimize expenditures of effort and funds on software applications that may not be useable due to issues with university liability—particularly regarding system security and personal information, and/or implications for the provision of resources beyond the procurement itself. Included, within this standard, is any software application for data processing and/or network storage of data commonly called "cloud

services.” For assistance with any software or cloud service procurement, please contact ITPALS.

Environmental Health and Safety (EHS)
(Approval handled automatically through HokieMart workflow)

Radiation Safety Division of Environmental Health and Safety (EHS)

Requisitions for the purchase of radioactive materials and radioactive chemicals.

Occupational Safety Division of Environmental Health and Safety (EHS)

Certain specialized equipment such as Powered Industrial Trucks (a.k.a. forklifts, powered pallet jacks, pallet trucks, rider trucks, fork trucks, or lift trucks), Aerial Lifts (a.k.a. man lifts), Scaffolding, and Mechanical Power Presses must be suitable for the location and intended use, and the operators or users must be trained and/or certified under the OSHA requirements. To assure that the equipment is appropriate and that users are appropriately trained, the department should obtain a review from Environmental, Health and Safety (EHS) prior to submitting a requisition for the purchase of such equipment. Users must be trained prior to using the listed equipment. Review of the intended purchase and training may be arranged by contacting (540) 231-5985.

- 3D printers
- ATVs
- Aerial Lifts
- Asbestos Containing Material or Goods
- Biological safety cabinets
- Ductless Hoods
- Electron microscopes
- Forklifts
- Fume hoods
- Gas chromatographs
- Glove boxes
- High Output Laboratory microwave units
- Lasers
- Lift Trucks
- Mechanical Power Presses
- MRI
- Nano materials
- Pallet Trucks
- Powered Pallet Jacks
- Radioactive Materials
- Radioactive Chemicals
- Radiation survey meters
- Refrigeration units
- Respirators
- Riggers for Rider Trucks
- Scaffolding
- Toxic Gas Chambers
- X-ray units

**Export and Secure Research Compliance
(Departments Should Contact Directly)**

The Office of Export and Secure Research Compliance requires a pre-approval review when procuring the following (540) 231-6642:

- Unmanned helicopters
- Other aerial vehicles
- Drones

**Fleet Services
(Departments Should Contact Directly)**

Fleet Services should be contacted regarding the procurement of new and used vehicles (540) 231-9927.

**Police Department
(Departments Should Contact Directly)**

Manual approval must be obtained from the Police Department for the following purchases:

- Anthranilic acid
- Norpseudoephedrine
- Benzyl cyanide
- Phenylacetic acid
- Ephedrine
- Phenylpropanolamine
- Ergonovine
- Firearms
- Piperidine
- Ergotamine
- Pseudoephedrine
- N-Acetylanthranilic acid
- Methylenedioxyphenyl
- Propane
- Surveillance Systems (See Note*) - Contact ITPALS for additional information

A record of this approval must be retained in the ordering departments purchasing and/or Purchasing Card (P-Card) files. Police review and approval may be obtained from the Director of University Police, Police Department, (540) 231-6183.

***NOTE:** Surveillance Systems: The use of any surveillance cameras requires prior authorization by the Surveillance Oversight Committee (SOC) under [University Policy 5617: “Safety and Security Camera Acceptable Use Policy.”](#) Authorization for the procurement and use of the cameras may be obtained by written application to the appropriate dean or vice president. If approved, the application will be forwarded to the Chief of Police for review. The application will then be submitted to the SOC for final review. Surveillance equipment used for research is governed by the Institutional Review Board and is excluded from [University Policy 5617](#).

Real Estate Management (Departments Should Contact Directly)

Acquiring real estate includes short-term storage units, research plots, office buildings and suites, laboratory research space, parking facilities and apartments. Any building or land lease must be executed through the Office of Real Estate Management.

***NOTE:** Real Estate Management is also the point of contact for the renovation, maintenance and repair of all leased facilities, per [University Policy 5404](#).

Sponsored Programs (Approval handled automatically through HokieMart workflow)

The Office of Sponsored Programs (OSP) must approve transactions with a Banner Fund number beginning with a three, four or five covering consulting agreements/contracts, maintenance agreements/contracts, equipment and subcontracts. HokieMart workflow will electronically route Requisitions to OSP for approval. If using the P-Card, the Sponsored Programs review and approval can be obtained by fax (540) 231-3599, hand delivery or campus mail. OSP approval documentation must be retained in the departmental P-Card file.