PRIOR APPROVALS

Policy Title: Prior Approvals

Policy Type: Administrative

Policy Number: 43-30 (2014)

Approved: 02/15/2021

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

This policy maintains that certain types of purchases being procured for campus goods and services require prior approval from specific departments prior to issuance of Purchase Orders. In order to regulate the purchases, departments must have written approval from the approving department and verification provided to Procurement Services before said purchase may be procured.

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DEFINITIONS

Trademarks-any artwork, logos or insignias depicting Norfolk State University, Norfolk State, Norfolk State Spartans, NSU, Spartans, Behold the Green and Gold, the official seal and any other design, symbol or group of words that have come to be associated with the university. The official school colors are green PMS 341 and gold PMS 130.

Construction-any building, altering, repairing, improving or demolishing any structure, building or highway, and any draining, dredging, excavation, grading or similar work upon real property.

CONTACT(S)
Procurements Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* https://www.nsu.edu/policy-library/bov-policy through the appropriate governance structures. Questions regarding this policy should be directed to Procurement services.

STAKEHOLDER(S)
University Community

PRIOR APPROVALS POLICY CONTENTS
Departments are responsible for contacting the departments listed herein to discuss needs prior to initiating a procurement action. If approved the documentation must be attached to an eVA requisition.

Prior Approval Required By	Type of Purchase
Facilities Management	- Asbestos containment/removal - Construction or any related services - Carpet, drapery, blinds - Equipment which require affixing to, or the alteration/modification of any building structure - Insurance - Locks and keys - Signage - Vehicles
Human Resources	Temporary personnel services
Campus Police	Security services
Printing Services (see Related Documents)	Printing
Auxiliary Services or Communications and Marketing (see Related Documents)	Any products bearing the University's trademark (s)

Office of Information Technology (OIT) In an effort to reduce printing costs, the University generally will not purchase desktop printers. Instead, University departments should print documents through a networked copier. The secure print option should be utilized when printing confidential documents. If a department is not already networked to a copier, arrangements should be made through OIT. Any request for an exception must be made in advance and in writing by the department and submitted to OIT for review and approval. The request must give a compelling reason explaining why the purchase of a desktop printer is essential. (The Vice President for Finance and Administration, Executive Budget Director, Chief Information Officer and Director of Procurement Services will jointly decide whether to approve desktop printers) (See Related Documents)	• Computers, monitors, printers, and related supplies, equipment, and maintenance • Telecommunications equipment and services (telephone, pagers, two-way radios, etc.) • Desktop printers

EDUCATION AND COMPLIANCE

The intent of this policy is to provide training and guidance to the campus community for acquiring goods and services when prior approvals are needed. The training will be a collective effort of several offices as identified above.

PUBLICATION
This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;

- Submit the policy for inclusion in the online Policy Library within 14 days of approval;

- Post the policy on the appropriate SharePoint and/or Website; and

- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication does not invalidate this policy.

REVIEW SCHEDULE
- Next Scheduled Review: 12/07/2024, 02/15/2024

- Approval by, date: President, 09/02/2014

- Revision History: 7/01/2014; 07/01/2015; 06/03/2016; 02/08/2017; 12/07/2017, 12/7/2020

- Supersedes: Procurement Services Policy and Procedures No. 17

RELATED DOCUMENTS

1. Licensing Policy 46-01 located on the NSU Policy Library
   https://www.nsu.edu/policy-library/administrative-policy

2. OIT Technology Purchase Guidelines located at https://www.nsu.edu/its/forms

3. OIT Technology Purchase Workflow located at https://www.nsu.edu/its/forms

FORMS

OIT Technology Purchase Approval Form located at https://www.nsu.edu/its/forms