



PROCUREMENT  
SERVICES

**PURCHASING OFFICE** **PURCHASING PRODUCT APPROVAL GUIDE**

**Some products require approval prior to purchase because they fall into one of following categories:**

- 1.) Copyright Infringement – To avoid copyright infringement anything bearing the University's logo, name or seal must be pre-approved.
- 2.) Finance Reporting - Certain expenses are tracked for proper accounting and reporting.
- 3.) Insurance - Insurance liability may exist and it must be confirmed that the product is covered under our existing policies.
- 4.) Internal Control - Departmental inventory tracking must be updated.
- 5.) Contracted Vendors - Certain departments have contracts with vendors which could lead to savings for other departments.
- 6.) Warranties - Most equipment, furniture, etc. is under a warranty or guarantee. The Procurement Office keeps these records on file for reference.

The products and services noted below require approval by the specified departments prior to finalizing and completing the purchase. Regardless of payment method the purchaser is required to provide documentation that the purchase is being made with the approval of the specified department. This can be provided in the justification text of the requisition or in the narrative detail section of the P-Card transaction allocation. Please refer to the [Requisition or Purchasing Card Guidelines](#) to determine if a P-Card is appropriate for a specific purchase.

<b>PRODUCTS TO BE PURCHASED:</b>	<b>APPROVING DEPARTMENT</b>
Advertising - on/off campus materials	Marketing and Communications
Ammunition	Area Vice President/Provost
ATM Cash - <b>Cross Cultural Travel Only</b>	Intercultural Office
Audio and Video Equipment	Learning Technology Services
Bottled Water for Water Coolers	Human Resources
Business Cards/Letterhead/Envelopes	Messiah Press
Capital Expenditures/Projects	Area Vice President/Provost
Capital Expenditures/Reserve Fund Projects	Area Vice President/Provost
Carpet/Flooring	Facilities Services
Cash Advances - <b>Cross Cultural Travel Only</b>	Intercultural Office
Catering/Coffee Services	Dining Services
Cellular Phones/Monthly Expenses	ITS
Chemicals/Hazardous Chemicals/Hazmat  School of Science, Engineering & Health  New Chemicals Not Previously Used on Campus	Manager, Natural Sciences Laboratory Program  Compliance Coordinator
Construction/Remodeling	Facilities Services
Consulting Services Contracts /Agreements/Service Contracts/Repair/Leases (i.e. monthly service, lease agreements, vehicles, pest control, etc.)	Procurement Services
Controlled Substances/Pharmacy/Prescription Drugs	Engle Center
Copiers (lease – purchase)	Messiah Press
Equipment - any equipment that will be connected to the infrastructure of any building on campus. This includes any equipment or device that requires electrical, water, propane or sewer connection.	Facilities Services
Explosives	Area Vice President/Provost
Furniture *all types	Procurement Services
Gas Cylinders/Liquid Gas/Nitro (leases) *EXCLUDES HAZMAT  School of Science, Engineering & Health  New Gasses Not Previously Used on Campus	Manager, Natural Sciences Laboratory Program  Facilities Services
<b>PRODUCTS TO BE PURCHASED:</b>	<b>APPROVING DEPARTMENT</b>
Leases/Contracts: Buildings, Equipment, Vehicles, Services, Clothing, Etc.	Procurement Services

Legal Fees	Human Resources
Marketing & Communications - Messiah University Logo Uniforms/Institutional work attire/Department or School Event Merchandise (includes items sold at games)	Creative Director, Marketing and Communications
Miscellaneous Payments (Deeds/Legal/Proofreading, etc.)	Human Resources
Moving & Relocation Services	Human Resources
Network Software/IT Equipment/Computers	ITS
Office Equipment/Shredders/Fax Machines	Procurement Services
PC Printers	Messiah Press
Printing/Copying/Paper and Printed Materials (i.e. Exam Forms and Exam Books)	Messiah Press
Publications on/off campus materials	Messiah Press
Radioactive Materials	Radiation Safety Officer
Service Repair for Buildings	Facilities Services
Temporary Help/Staff	Human Resources
Travelers Checks - <b>Cross Cultural - Travel Only</b>	Intercultural Office
Vehicle and Equipment Purchases (i.e. new vehicles, leased vehicles, snow plows, equipment added to vehicles, etc.)	Facilities Services