

## Purchase Request Required Approvals

- Facilities/Environment/Construction
- Information Technology
- Student Life – CSM Trademarks (Logos)
- Student Life – Alcohol
- ORA
- Controller's Office

### Facilities Management Services Policy

These approvals are in compliance with the following policies:

-Facilities Management Services policies

([https://inside.mines.edu/UserFiles/File/finance/purchasing/FM\\_Services\\_Policy\\_pdf0\\_9V\\_4rN.pdf](https://inside.mines.edu/UserFiles/File/finance/purchasing/FM_Services_Policy_pdf0_9V_4rN.pdf))

- University Safety Policy ([https://inside.mines.edu/UserFiles/File/finance/purchasing/EHS\\_Safety\\_Policy.pdf](https://inside.mines.edu/UserFiles/File/finance/purchasing/EHS_Safety_Policy.pdf))

- Vehicle Fleet Policy

([https://inside.mines.edu/UserFiles/File/finance/purchasing/FM\\_Vehicle\\_Fleet\\_Policy\(2\)\\_pdf%20\\_\\_e\\_1\\_\\_.pdf](https://inside.mines.edu/UserFiles/File/finance/purchasing/FM_Vehicle_Fleet_Policy(2)_pdf%20__e_1__.pdf))

- (Capital Planning & Construction)

● **Installation:** Anything (equipment, furniture, electronics, etc) requiring assistance with physical placement and/or changes to the physical environment to make ready for use.

- **Mounting** to floor, wall, or lab table
- **Modifications** to existing floors/doors/walls (including ceiling tiles and carpet); and utilities (including mechanical, electrical, and plumbing)
- **Environmental Controls** including temperature/humidity controls, exhaust/ventilation requirements, noise reduction, and/or clean room requirements

● **Environment:** Any supplies and/or equipment that could impact the surrounding physical environment.

- **Chemicals and/or related Storage** (including barrels, drums, and storage tanks)
- **Radiation producing equipment** including x-ray equipment, particle accelerators, static eliminators, gas chromatographs, nuclear gauges
- **Lasers**
- **Equipment Containing Hazardous Materials**

● **Safety:** Any supplies and/or equipment purchased with the express use for the protection of person or environment.

- **Respiratory Protection Equipment** including air purifying respirators and self-contained breathing apparatus
- **Lab Safety Equipment** including fume hoods, biological safety cabinets, and fume arrestors
- **Fire Suppression Systems** including fire extinguishers
- **Automated External Defibrillators**

● **Construction/Renovation/Space Planning:** Any purchase that modifies or adds space

- **Modifications** to existing floors/doors/walls/utilities
- **Space Planning** including design work
- **New Construction**
- **Landscaping & Site Work**

● **Fleet/Vehicles:** Any **purchase** of a vehicle/operable equipment or **rental** of operable equipment

- **Cars/Trucks/Utility Vehicles/Buses/Vans**
- **Equipment Requiring Operation** such as Bob Cats, lifts, back hoes, and tractors

● **Storage/Delivery:** Any purchase that requires delivery support from Facilities Management or temporary storage.

## Information Technology

This purchase request is in compliance with the Information Technology Purchasing Policy and does not include prohibited items and no PII or other sensitive information will be stored on or generated by the purchased items. - (Information Technology Purchasing Policy)

- **Self-Supported IT:** The purchaser does not expect any support or help from CCIT staff in the configuration or operating of the device. Examples include but are not limited to:
  - **Computers or laptops** running operating systems with which CCIT has no expertise
  - **Non-standard peripherals** requiring special support or drivers
  - **AV Equipment** such as projectors, smart boards, microphones, etc

**Requests requiring IT support must have a Help Desk ticket number confirming the appropriateness and category of the request.**

- **Limited Support IT:** The purchaser understands that because the items may not meet current CCIT support standards, CCIT staff can only promise to make their “Best Effort” to support the purchased item. Examples include but are not limited to:
  - **Laboratory Equipment** with data acquisition modules that connect to the network
  - **Computers, tablets or laptops** with a brand or configuration not fully supported by CCIT
  - **Software**
  - **AV Equipment** such as projectors, smart boards, microphones, etc
- **Supported Items:** CCIT has agreed to make every reasonable effort to support items. Examples include but are not limited to:
  - **Software**
  - **Service contracts** for cloud offerings...??
  - **Computers, tablets or laptops** with a brand or configuration fully supported by CCIT???
  - **AV Equipment** such as projectors, smart boards, microphones, etc

## Student Life - CSM Trademarks (Logos)

These approvals are in compliance with the following policy:

- **Graphics Standards Guide**

([https://inside.mines.edu/UserFiles/File/finance/purchasing/FIN\\_TradeMark\\_Logo\\_Purchasing\\_Policy\\_pdf0.pdf](https://inside.mines.edu/UserFiles/File/finance/purchasing/FIN_TradeMark_Logo_Purchasing_Policy_pdf0.pdf))

- **Purchases Containing Logos**

([https://inside.mines.edu/UserFiles/File/finance/purchasing/FIN\\_TradeMark\\_Logo\\_Purchasing\\_Policy\\_pdf0.pdf](https://inside.mines.edu/UserFiles/File/finance/purchasing/FIN_TradeMark_Logo_Purchasing_Policy_pdf0.pdf))

- **Verbiage:** Any merchandise that includes trademarked verbiage (**excludes** letterhead, business cards, and brochures)
  - “Colorado School of Mines”, “CSM”, “Orediggers”, “Mines”, or any variation thereof
- **Images:** Any merchandise that includes images or logos identified in the Graphic Standards Guide (**excludes** letterhead, business cards, and brochures)
  - Traditional/New Triangles, Blaster, “M”, or any variation thereof

## Student Life – Alcohol

These approvals are in compliance with the following policy:

- **Student Alcohol Policy:**

([https://inside.mines.edu/UserFiles/File/finance/purchasing/STU\\_Student\\_Alcohol\\_Policy\\_pdf%20%2C\\_\\_\\_T\\_1N\\_.pdf](https://inside.mines.edu/UserFiles/File/finance/purchasing/STU_Student_Alcohol_Policy_pdf%20%2C___T_1N_.pdf))

- **Events Serving Alcohol:** Any school sanctioned event where a student will be in attendance.
  - Events held on or off campus
  - Graduate or undergraduate students
  - Alcohol provided/purchased by the School **OR** a third party

## ORA

These approvals are in compliance with the following policy:

- **Direct Charge Policy**

([https://inside.mines.edu/UserFiles/File/finance/purchasing/RES\\_Direct\\_Charging\\_Policy\\_pdf%20%5E\\_\\_\\_\\_1\\_\\_.pdf](https://inside.mines.edu/UserFiles/File/finance/purchasing/RES_Direct_Charging_Policy_pdf%20%5E____1__.pdf))

- **Purchase Requisition & Purchase Order Approval Process** ([https://inside.mines.edu/UserFiles/File/finance/purchasing/purchase-requisition\\_pdf0.pdf](https://inside.mines.edu/UserFiles/File/finance/purchasing/purchase-requisition_pdf0.pdf))

**Sponsored Project:** Any purchase funded by a sponsored project on a Purchase Requisition including all research grants and contracts (Banner Indexes beginning with "4").

## Controller's Office

These approvals are in compliance with the following policy:

● **Equipment:** Any purchase of goods \$5,000 or greater per item. Examples include but are not limited to:

- **Computer Equipment and Software**
- **Vehicles**
- **Lab Equipment**

● **Fabricated Equipment:** Item of equipment that is built or assembled from individual parts with an aggregate cost of \$5,000 or more (not available elsewhere). Including but not limited to:

- **Specialized Lab Equipment** built by a Principal Investigator/Lab Coordinator