

Items and Services for Which Special Approval Is Required

(To Utilize State Funds Regardless of Dollar Amount)

The goods and services listed below require Special Approval. For approval, please submit a KU Procure-To-Pay (KUPPS) Non-Catalog Goods or Non-Catalog Services form to Purchasing Services with the appropriate justification.

1. Leases (equipment, office space, storage space, etc.)
2. Insurance (all types)
3. Items Purchased for retail sale by Departments
(Requires approval from the Vice Provost of Administration & Finance)
4. Picture/Poster Frames/Art Work
5. Appliances (For example: lamps; fans and space heaters; humidifiers or dehumidifiers; refrigerators; microwave ovens; or freezers.)
6. Promotional items (For example: novelty items or gift-type items such as souvenirs, etc.)
7. Clothing Items
8. Food
9. Paper Shredders
10. Printers/Scanners
11. Two Way Radios
12. Equipment Maintenance Agreements

For Food and Beverage Purchases with University Funds, please follow the KU Hospitality Policy.
<https://documents.ku.edu/policies/comptroller/Comptroller-CAS-PurchaseFoodBeverage.htm>

Effective Date: March 11, 2013