

# Items Requiring Special Approval

*(If state funds are being utilized, regardless of dollar amount)*

The goods and services listed below require Special Approval. For approval, please submit a Noncatalog Request in FITC (select bill by *quantity* for goods and *amount* for services).

Make sure to attach 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 (example: lamps, fans, space heaters, humidifiers or dehumidifiers, refrigerators, microwave ovens, freezers)
6. Promotional items (example: novelty items, gift-type, souvenirs, etc.)
7. Clothing
8. Food
9. Paper Shredders
10. Printers
11. Scanners
12. Two Way Radios
13. 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>