

**COLLEGE OF SOUTHERN NEVADA
FINANCE & FACILITIES DIVISION
COMMODITY APPROVAL POLICY**

1. PURPOSE

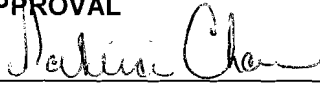
Certain items require additional approvals in order to avoid duplicating the purchase of items or incompatibility (i.e. computer programs or licenses) or causing potential liabilities to the campus (i.e. through the unrestricted purchase and use of alcohol at College functions). The following items and services may only be purchased with the approval of the listed person.

2. POLICY

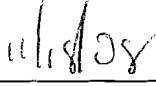
The following items require approval in addition to the authorized signers for a Purchase Request (RX) or Limited Purchase Order (LPO).

- A. Alcohol – College President
- B. Advertising, College – Public Affairs Director with Public Relations & Advertising Release Form (PA-1a)
- C. Advertising, Human Resources – Executive Director of Human Resources
- D. Computer Software – Chief Information Officer for the Office of Technology Services
- E. Computer Hardware – all computers and peripherals – Chief Information Officer for the Office of Technology Services
- F. Audiovisual Equipment – Chief Information Officer for the Office of Technology Services
- G. Tele-media equipment – Chief Information Officer for the Office of Technology Services
- H. Furniture – CSN Architect
- I. Fixtures, Capital Improvement Projects and any equipment that will be installed requiring water, power, drainage and/or special handling –Associate Vice President of Facilities Management.
- J. Hosting Events – Vice President or President. Please reference CSN Hosting Policy.
- K. Hazardous Material - Acquisition and/or Disposal – Director of Environmental Health & Safety
- L. Dues and Memberships – Associate Vice President of Finance
- M. Employee Moving and Relocation Services – Vice President of Finance & Budget and Executive Director of Human Resources.

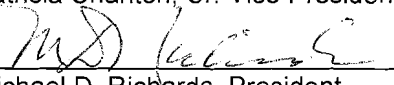
3. APPROVAL



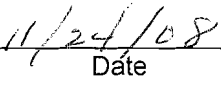
Patricia Charlton, Sr. Vice President, Finance & Facilities



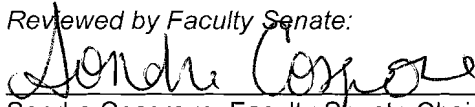
Date



Michael D. Richards, President



Date

Reviewed by Faculty Senate:


Sondra Cosgrove, Faculty Senate Chair



Date