

CU Marketplace Requisition Special Approval Workflow Quick Guide



This Quick Guide lists Goods and Services that trigger special approval workflow and the Special Approver responsible for approving when you submit Requisitions in the CU Marketplace.



Requisition Special Approval Workflow

Good or Service	Special Approval Trigger	Special Approver
3-D Printing Equipment	Category Code 23261507	Environmental Health & Safety (EH&S)
Animal Related Purchases	Category Codes 10100000, 10120000, 41102600, 41102601, 85131503 and 60103931	Institute of Comparative Medicine (ICM)
Auditing Services	Category Code 84111500	Controller's Office
Biosafety Cabinets/Fume Hoods	Category Code 41103500	EH&S
Credit Card Processing	Category Codes 80142100, 84101704, 432300001, 8014160702, 8111210501, 8212150401, 8411150001, 8411150401, 8411150601	Treasury
CUIMC IT Equip Approval	Department ID begins with 7 or 8 Category Codes 43210000, 43232610, 81111504, 4323261001	Columbia University Irving Medical Center (CUIMC) IT
Executive Recruiting	Category Codes 80111700, 80111720	Office of Management and Budget (OMB)
General Capital Equipment (Asset Management)	Line Unit Price greater than or equal to \$5,000 Natural Account between 68000 - 68199	Capital Equipment
Honoraria (and related Reimbursements) via Candex	Greater than or equal to \$2,000	Accounts Payable
Lamont Fabrication and Equipment	Line Unit Price greater than or equal to \$5,000 Department ID begins with 600 or 601 Natural Account between 68000 - 68199 PCBU is SPONS. A	Sponsored Projects - Lamont-Doherty Earth Observatory (LDEO)
Lasers	Category Code 41115307	EH&S
Motor Vehicle	Category Code 25100000	Environmental Stewardship, Risk Management, and Capital Equipment
Radioactive Flag - Radioactive Materials Approval	Category Codes 261424000, 41106006, 51440000	EH&S

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Radiopharmaceuticals	Category Code 51440000	EH&S
Refrigerators/Freezer Research	Category Code 41112220	EH&S
Sponsored Project Approval - A	PC Business Unit SPONS Department ID starts with 7 or 8 Natural Account between 68000 and 68199 Line Unit Price greater than or equal to \$5,000	Sponsored Project Administration
X-Ray Equipment	Category Code 42201800	EH&S