Department determines a need to purchase a good or service.

Is the vendor on the list of Approved Food Providers List?

Is there a current agreement negotiated & approved by Procurement or OGC?

Are you hiring an individual?

Is this for equipment with a value greater than $5,000?

Is the aggregate annual financial commitment $10,000 or greater?

Is this purchasing goods bearing Dartmouth Trademark Name and Logos?

Is this any of the following Defined Risk category?

- **Food providers** for Dartmouth functions
- **Construction** - any design or construction work related to Dartmouth facilities.
- **Travel and Transportation** - hiring buses and other group off-campus trips.
- **Information Technology/Financial Services** - typically involve access to personally identifiable information (PII), protected health information (PHI), financial data or other Dartmouth confidential and/or proprietary information.
- **Environmental Services** - radioactive or hazardous waste management.
- **Intellectual Property** - any transaction in which the College will receive intellectual property rights (typically copyrights or patents) in the goods or services provided.