



UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

APPENDIX

Glossary

(1) Consultant:

An independent consultant relationship exists between the University and an individual when that individual is independent of University supervision and control with respect to the manner of performance.

(2) Employee:

An employer/employee relationship exists when the University has a right, whether exercised or not, to supervise and control the manner of performance as well as the result of the service.

(3) Gifts, Gratuities and Entertainment

Gifts, gratuities, and entertainment are defined as anything given as a result of a business relationship for which the recipient does not pay fair market value. This includes such things as meals, material goods, travel and accommodations, tickets to sporting or cultural events, golf outings, and any other merchandise or services.

(4) Non-competitive Procurement:

Non-competitive procurement is defined as the purchasing of a product or service that is available from only one source, thereby exempting the purchase from the otherwise required competitive bid policy of the University.

Restricted Commodities

The purchase of the following products and services requires specific Purchasing approval and/or procurement processes. They cannot be purchased directly by departments. Contact the appropriate buying team for further information, or see <http://www.umich.edu/~purch/purch/teams.html>.

- All building renovations/alterations (including items such as air conditioners)
- Architectural & Related Engineering Services
- Auditors
- Compressed Gases, Demurrage, Cylinder Deposits
- Consultants
- Donations
- Equipment Lease Agreements
- Ethyl Alcohol, Research Grade 190- and 200- proof (Ethanol)
- Firearms and Ammunition



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- Furniture, Draperies and Carpet
- Interior Design Services
- Legal Services
- License Agreements
- Maintenance Agreements
- Personal Protective Devices
- Pest Control Services
- Pharmaceuticals
- Property Rental/Lease Agreements/Real Property Purchases
- Recruitment Advertising
- Security Systems
- Vehicles
- Waste handling, Containerization & Disposal

Related Standard Practice Guide sections:

Fiscal Responsibilities of a Project Director [500.1](#)

Travel and Business Hosting Expense – Policy and Procedures [507.10-1](#)

Cashier's Office (General Policies and Procedures) [502.1](#)

Occupational Safety and Environmental Health Policy [605.01](#)

Conflict of Interest [201.65-1](#)