CUNY Export Compliance Work Instructions: PROCUREMENT

- Remain alert to possible Export Controls when processing requests for any electronic or reasonably sophisticated piece of laboratory equipment, or non-business software.

- Work with your Export Control Administrator and the University Director for Research Compliance to screen and rescreen all vendors/suppliers against government watch lists.

- Ensure that, for each purchase of controlled laboratory equipment/instrumentation, the vendor/supplier has provided export control classification information.
  - Submit vendor-supplied export control classification to your Export Control Administrator for confirmation.
  - If vendor is unable to supply a classification, notify your Export Control Administrator (who will either self-classify or obtain a formal classification).
  - Communicate export control classification (as verified by the Export Control Administrator) to the item’s user on campus.