



## **EXPORT CONTROLS PROCEDURES**

<b>Title: SIUC Procurement and International Shipping</b>		
<b>Procedure #:</b> EC008.C2	<b>Effective Date:</b> 12/16/2021	<b>Author:</b> Todd Wakeland
<p><b>Purpose/Definitions:</b> As part of its due diligence for purchases and international shipping, the Export Controls Office shall partner with SIUC Procurement Services to review purchases and shipments that may be subject to export control laws and regulations.</p> <p><b>Procedure:</b></p> <ol style="list-style-type: none"><li><b><u>Equipment Purchases</u></b> Procurement Services staff will copy Export Controls staff on equipment that is sent to Assets. Export Controls staff shall contact the manufacturer to find out the export-control classification of the equipment and take appropriate action based on the results.</li><li><b><u>Software Purchases</u></b> Procurement Services staff will send all software purchases to Export Controls staff for review. Export Controls staff shall contact the software company to find out the export-control classification of the software and take appropriate action based on the results.</li><li><b><u>International Shipping</u></b> SIU has a Prime Vendor Contract with UPS and in order to utilize university pricing, transactions must be made through the UPS – CampusShip System. There is a special account for those shipments for those shipments with duties/taxes. Campus personnel are asked to email the Procurement Officer to get the information. The Procurement Officer and Office Manager shall contact the Export Controls Office if they become aware of any shipments made or trying to be made to any restricted countries (see Appendix A). The Export Controls Office shall perform necessary follow-up.</li></ol>		

## Appendix A: Restricted Countries

- Iran
- Syria
- Sudan
- North Korea
- Cuba
- Ukraine (Crimea Region)
- China
- Russia
- Venezuela
- Cambodia