

Guidance for supporting the purchasing, delivery and related expense needs related to remote operations

We've compiled a set of frequently asked questions around purchasing, shipping and recording expenditures related to supporting employees who are working remotely. For those units that put their mail and package delivery on hold, you may want to consider a special pickup or delivery to ensure you do not have time sensitive mail/packages (i.e., checks, vendor invoices, documents relating to international activities, etc...). If you have questions about any items in this FAQ, please reach out to our offices via email to onesource@uga.edu.

Is curbside pickup being offered?

We are offering curbside pickup for both mail and packages. Please call ahead so we can prepare you items for pickup. If you prefer that we deliver the mail and/or packages, we will be happy to meet you at your office/mailroom. It is our preference that we do not leave mail/packages in an unsecured location.

Can items be shipped to remote work locations, including homes?

This is certainly an option for departments with faculty and staff working remotely from their homes. Unit-based management should discuss such delivery arrangements with their management team and the related faculty or staff member who would be accepting delivery on behalf of the department.

Please note: The home or remote delivery option excludes hazardous materials and chemicals (both trackable and non-trackable), etc. If your unit requires delivery of these type materials, please contact Central Research Stores. Information regarding their continuity operating levels is available on the [Office of Institutional Research website](#).

If an item needs to be delivered to a remote address, how do I change the shipping address in UGAmart?

If ordering via UGAmart, the requisition's ship-to address can be changed to a "one-time address" during the cart stage or during approval, see OneSource [Training Library](#).

We need IT purchases urgently. Can we go buy them directly and submit for reimbursement?

Yes. There are current guidelines for this. Please review the [Urgent Purchases of IT Devices Proactive Planning for Business Continuity memo](#).

How can I be proactive during this time and order for future anticipated IT Needs?

With the COVID-19 pandemic, the supply chain has seen an astronomical demand for medical and sanitary items. It is anticipated that the next commodity area that will see an increase in demand is IT related needs. We are already seeing suppliers push out delivery dates on orders placed in March. With this anticipation, if you have known needs in this area it may be prudent to move forward in a timely manner. We have already seen delays in delivery dates for orders placed in UGAmart in early March. As a reminder, there are many IT vendors and options available in UGAmart and CESS requirements remain the same. Please also reference the [guidance on urgent IT purchasing](#).

Can employees be reimbursed for home/personal connectivity devices now being used remotely for UGA business?

There are existing reimbursement options available for business use of personal devices, including cells phones, home internet and related IT connections.

In the [Wireless Communications Devices/Telecommunication policy](#), option 2 states:

“Reimbursement for Business Use of Personal Devices Faculty and staff with infrequent business communication needs other than outlined in Option 1 who utilize personally-owned device may request reimbursement of business use of their personal device. It is recommended that faculty and staff with regular business communication needs be provided a University owned device and those with infrequent business use of a personal device submit for reimbursement when necessary.”

What Should I do if UGA equipment (computers, etc.) is needed off-site to support remote work environments?

UGA equipment and other devices are allowed to be used at remote locations to support UGA operations. The policy and procedures for using UGA equipment at non-UGA locations can be found in the [Finance & Administration Policy Library](#). A tutorial for recording inventoried assets as off-site in UGA Financial Management can be found in the [OneSource Training Library](#). Please contact [Asset Management](#) with questions regarding the procedures or if your unit needs assistance in updating the asset status in UGA Financial Management. For questions related to all-risk insurance for equipment, please contact [Insurance & Claims Management](#).

My department has new equipment coming in, how will it be tagged?

Due to the remote nature of the University community at this time and to limit person-to-person contact, Asset Management will be mailing the barcode inventory tags to the unit's inventory contacts instead of our normal in-person visits. Some assets may not be able to be tagged in the same timeframe is typical due to remote working arrangements. This will not affect the inventory record of the asset.

The Asset Management team will work with individual departments/units regarding temporarily holding tags or assist with an alternative plan. We are flexible and here to help, just contact our office with any questions or concerns! Email us at property@uga.edu.

Are there any requirements to tracking and record expenditures related to the university's operations during the COVID-19 situation?

The University System of Georgia Fiscal Affairs office has asked all institutions to track incremental and extraordinary expenses that can be directly tied to COVID-19. UGA has a Chartfield1 value of *PUBL_EMERG* that can be used to track these incremental and extraordinary expenses. If possible, please add the Chartfield1 value of *PUBL_EMERG* to any expenditures that fall into the categories below. If any significant expenditures have already been recorded, please use appropriate processes to reclassify those significant incremental and extraordinary expenses by adding the Chartfield1 value of *PUBL_EMERG* to the expenditure.

Some examples of incremental or extraordinary costs are:

- Conference/travel cancellation cost
- Additional cleaning costs (e.g. disinfectant, sanitizing services)
- Equipment (e.g. computers, facilities personal protection equipment, etc.)
- Supplies (e.g. plastic gloves, sanitizer stands and refills, etc.)
- Additional Technology Costs (e.g. setup for additional online services for teaching/student services)
- Additional Personnel Costs (e.g. campus security overtime)