

Urgent Purchases of IT Devices – Proactive Planning for Business Continuity

As department management, faculty and staff proactively evaluate plans to minimize interruptions to normal business operations, particularly in light of the evolving Coronavirus situation, there may be a need to purchase and receive IT devices such as laptops, iPads, etc. in an expedited fashion.

You should continue to order IT devices through UGA mart purchase order or PCard¹; however, if due to time constraints those normal purchasing methods are not feasible, faculty and staff may temporarily purchase these IT devices using personal funds and submit for reimbursement. This temporary purchasing method may be used until July 31, 2020. This timeline will be evaluated for possible extension.

Individuals using this temporary purchasing method must have departmental approval. Those electing to use this method must fulfill the following routine equipment acquisition practices:

- The devices will remain UGA property and require the appropriate registration/tagging under [asset management policies](#), if the device meets those criteria. For any devices that may be used remotely or outside of a UGA location, please see UGA's policy on [Off Campus Use of Assets](#) for those registration procedures.
- Coordinate with your departmental IT group to ascertain if software and security applications need to be installed and set-up prior to device use.
- Monitor purchased devices and ensure that the devices are returned to the department after the need for remote use has ended.

Reimbursements should be [submitted as an expense report](#) in the UGA Financial Management System. All routine reimbursement documentation is required, such as receipts/proof-of-purchase. Please charge the reimbursement using the **O – Other Misc. Expenses** account code. Accounts Payable will recode it to the appropriate account code before processing payment.

¹Devices purchased via PCard may not exceed a unit price of \$2,999.99 or the card's STL, if lower.