

Items Needed to Work Remotely

Below are instructions for items needed at home to work remotely:

1. First preference is for employee to pick up needed items at the office if possible.
When the employee is unable to travel to the workplace to obtain necessary supplies (e.g., in the case of shelter-in-place ordinances), then follow the instructions below.
2. Office supplies can be ordered and delivered to the employee's home. Please email your direct supervisor and department head with the items needed and the associated costs. If they approve, please complete the following:
 - a. Send copy of supervisor approval to Melissa Hunter and Jessica Hart.
 - b. Complete your normal procurement process within your unit and change the delivery address.
3. If an employee needs to directly purchase an item, please email your direct supervisor and department head with the item(s) needed with the associated costs. If they approve, please complete the following:
 - a. Send a copy of supervisor approval to Melissa Hunter and Jessica Hart.
 - b. Complete your purchase.
 - c. Submit for reimbursement via the OneSource System. Please code all purchases to the appropriate expense code. If you have questions, please contact Melissa or Jessica. Please use one of the three chartstrings below based on how you will be using the item(s) purchased:

Speedtype	Use
30BCP	Instruction
30BCP-ADM	Administration
30BCP-RES	Research

Contact: [Melissa Hunter](#) or [Jessica Hart](#)