**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:

<table>
<thead>
<tr>
<th>Speedtype</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>30BCP</td>
<td>Instruction</td>
</tr>
<tr>
<td>30BCP-ADM</td>
<td>Administration</td>
</tr>
<tr>
<td>30BCP-RES</td>
<td>Research</td>
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</tbody>
</table>

Contact: [Melissa Hunter](mailto:Melissa.Hunter@organization.com) or [Jessica Hart](mailto:Jessica.Hart@organization.com)