



## Procurement COVID-19 Announcement Effective: March 24, 2020

During this time of complex challenges due to the COVID-19 pandemic, the Procurement office recognizes that for employees working remotely, departments may have the need to purchase items and have them shipped to a home address.

Employees must provide a justification and obtain approval of their supervisor prior to having items shipped to their home. Justification must be included on the purchase requisition, reimbursement request or in a p-card certification packet. Employees must acknowledge that all items shipped to a home address remain the property of Stony Brook University. Upon returning to normal business operations all unused items must be returned to the university.

Until further notice, employees using State, RF IDC, or RF Sponsored funds should adhere to the following ways to procure items needed for remote work:

### 1. WolfMart

- a. When placing the order in WolfMart, the requester must check the 'COVID-19' indicator box.
- b. Type "N/A" in the 'Delivery To' boxes (Building & Room fields), so the materials ship directly to Central Receiving.
- c. If the requestor would like the materials to be shipped to an employee's address, due to the fact that they are working from home, then they must note this in the COMMENTS section.
- d. Add Central Receiving as an email recipient to the requisition [central\\_receiving@stonybrook.edu](mailto:central_receiving@stonybrook.edu) in COMMENTS. (See screenshot below)

| Name ▲             | User Name ▲ | Email ▲                          | Phone | Action   |
|--------------------|-------------|----------------------------------|-------|----------|
| Receiving, Central | creceiving  | Central_Receiving@stonybrook.edu |       | [select] |

- e. All necessary approvals must be completed and the order will be placed.
- f. Once the order is received by Central Receiving then they coordinate shipment according to the comments on the order (shipment might also be handled by Mail Services).
- g. The shipping charges will go against the same account number as the purchase order.

## 2. Procurement Card (P-Card)

- a. Departments should use a Procurement Card for all items under \$2,500
- b. Please add a note in your certification packet indicating that the purchase was for COVID-19.

## 3. Personal Funds

- a. If a department does not have a procurement card, the purchase can be made using personal funds up to \$500.
- b. Employee should seek approval of their supervisor prior to purchasing items out of pocket. (If using RF Sponsored funds, confirm with the Office of Grants Management for sponsor allowability, prior to execution of the purchase. OGM cannot guarantee reimbursement if purchase does not comply with sponsor terms and conditions.)
- c. A tax-exempt certificate form should be presented to vendor at time of purchase. State form is located at:  
<https://www.asa.stonybrook.edu/asa/ASAForms/Department/PROC/Document/AC946>  
RF form is located at:  
<https://www.asa.stonybrook.edu/asa/ASAForms/Department/PROC/Document/ST-119>  
If vendors will not honor the tax-exempt certificate, taxes will be reimbursed by providing a justification on reimbursement request.
- d. To be reimbursed the employee will complete a requisition form, found at:  
<https://www.asa.stonybrook.edu/asa/ASAForms/Department/PROC/Document/PROC0065>
- e. Attach original receipt showing payment method and note the justification is due to COVID-19, items were needed to continue the ongoing mission of the University and/or Sponsored Research Award while working at home.
- f. Requestor will scan the Requisition form along with paid receipt and forward to their supervisor via email. If unable to scan, requestor may take pictures of the Requisition form/receipt and attach to an email to supervisor.
- g. Supervisor will then approve reimbursement via email and send to Procurement. If Supervisor is not an authorized signatory on the account, email with all supporting documents must be forwarded to authorized signatory, who will approve reimbursement via email and forward entire email thread to Procurement:  
[procurement\\_office@stonybrook.edu](mailto:procurement_office@stonybrook.edu).
- h. If the Supervisor is not the Principal Investigator, email with all supporting documents must be forwarded to the Principal Investigator, who will approve reimbursement via email and forward to Office of Grants Management: [ogm\\_ovpr@stonybrook.edu](mailto:ogm_ovpr@stonybrook.edu), who will verify against sponsored

award terms and conditions. If approved against sponsored award, OGM will forward entire email thread to Procurement: [procurement\\_office@stonybrook.edu](mailto:procurement_office@stonybrook.edu)