



Temporary Policy

Equipment and Purchasing Policy for items shipped to locations currently providing remote instruction and services as a result of the COVID-19 situation

Purpose of this policy

This policy provides guidance for faculty, staff and administrators who find it necessary to purchase and ship equipment and other items needed to provide instruction or services at remote locations during the COVID-19 situation. In addition, the policy is necessary to ensure the university is able to account for all expenses incurred as a result of the COVID-19 situation.

1.1 Definition of remote instruction and services

Remote instruction and services under this policy refer to an arrangement between a faculty or staff member and the University to work from a remote location other than their designated office space or classroom, in most cases from the employee's home. This arrangement is temporary in nature under this policy due to the COVID-19 situation.

1.2 Definition of remote instruction and services equipment

Equipment for remote instruction and services, hereinafter "equipment," first and foremost means laptops, desktop computers, scanners, printers and other hardware as well as software. It also includes other regular office supplies, such as paper, pens, notebooks, and other items that are used in the regular course of providing remote instruction or services. In addition, under this policy, equipment is any item purchased with University funds that will be shipped to the remote location defined in 1.1.

1.3 Requesting equipment for providing remote instruction and services

San Francisco State University, on a case-by-case basis, will determine appropriate equipment needs for each individual to provide remote instruction or services.

Faculty and staff members shall inform their manager or department chair of individual needs for equipment. Faculty and staff are encouraged to request only equipment that is vital for business continuity given the temporary situation with COVID-19. Managers or department chairs will review these requests and approve or reject them at their discretion.

Managers or department chairs shall make the decision to approve remote work/instructional equipment considering inventory that could be utilized instead of procuring new goods. They shall consult with other departments to ensure that existing resources are utilized and orders are coordinated before acquiring new equipment. The decision shall be based on the responsibilities

of the individual faculty or staff member within the department. The University reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Requesters are required to still follow the TAR process for Information Technology purchases

<https://its.sfsu.edu/form/clonetechologyacquisitionreviewrequest0>

For a list of equipment that is pre-approved and does not need a TAR, please see here:

<https://its.sfsu.edu/form/clonetechologyacquisitionreviewrequest0#preapproved>

1.4 Limited Purchases Only

Faculty and staff members must limit purchases to equipment which is essential and indispensable to fulfill the staff or faculty member's responsibilities. Orders must be placed with the temporary timespan of working remotely in mind. This policy does not allow for stocking up on equipment for future use or creating stock for the rest of the fiscal year. Quantities ordered must reasonably align with the time period of the remote instruction and services arrangement as foreseeable at the time of the order.

1.5 Approval Process and Thresholds

Purchases over \$1,000 require approval from the Logistics Section Chief and Administration and Finance Section Chief of the Emergency Operations Center (EOC).

Any purchases that can be avoided in the interest of sustainability, considering the limited availability of public funds in combination with the temporary nature of providing remote instruction and services currently being provided, will not be approved.

Any remote instruction and services equipment purchases under \$ 1,000 can be purchased using P-Cards. They will require approval by the manager or department chair only.

Increases of P-Card limits may be granted for time-sensitive purchases. Approval for such increases will need to be requested from Fiscal Affairs and Procurement.

At the time of reconciliation of these credit card accounts, P-Card holders are required to assign project ID 96221919.

Orders that are not time-sensitive and cost more than \$5,000 shall be purchased via Purchase Order. Departments must enter requisitions with the department's chartfield information and **project ID 96221919.**

1.6 Shipping Locations

Deviating from current campus policy, purchases may be delivered to the faculty or staff member's temporary place of work directly.

In case of a Purchase Order, the Procurement department needs to be informed of the deviation in "ship to" location at the time the requisition is entered. The requester needs to enter the recipient

THE CALIFORNIA STATE UNIVERSITY: Bakersfield, Channel Island, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

name, address, cell phone number and email address in the comment section to ensure delivery to the correct location.

The faculty or staff member who initiated the purchase (**not the P-Card holder**) is required to inform the Property Office of any items over \$1,000 via email (Property@sfsu.edu, grudolph@sfsu.edu, dmackie@sfsu.edu) to schedule later tagging.

1.7 Maintenance of remote instruction and services equipment

Equipment purchased with University funds must be maintained by the University to the extent possible under the emergency situation. Equipment supplied by the University is to be used for business purposes only. By requesting remote instruction and services equipment, the staff member agrees to take all appropriate steps to protect University-owned equipment from damage or theft.

Any remote instruction and services equipment supplied by the staff member must be maintained by the staff member. The University accepts no responsibility for damage or repairs to employee-owned equipment.

The University shall not be responsible for costs associated with the setup of the staff member's home office including but not limited to, remodeling, furniture, lighting, wiring, electrical work, repairs or modifications to the space.

1.8 Return of remote instruction and services equipment

All purchased equipment is the property of the University and must be returned without delay once the staff member's temporary remote instruction and services arrangement ends. Respective check-out and check-in procedures are required to be followed.

Unused consumable supplies must be returned to the campus at the time of the end of the remote instruction and services arrangement.

The faculty or staff member who initiated the purchase (**not the P-Card holder**) is required to inform the Property Office of any items over \$1,000 once the remote instruction and services arrangement ends and needs to cooperate with the Property Office in order for the appropriate asset management procedures (i.e. tagging) to take place on campus.