



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

TOPIC: UPDATED – Procurement Purchases for Home Use

DATE: April 3, 2020

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: John Guion, Chief Procurement Officer

We are accustomed to having the necessary tools at the office to do our work on a daily basis; however, working from home temporarily presented some new challenges for us. To meet some of these new challenges, we have reviewed and approved exceptions to the office supplies ordering process.

Effectively immediately and continuing until further notice employees may as normal practice work with their authorized department procurement card holder to purchase needed supplies and have them shipped to your home. The Staples \$50 minimum purchase requirement has been waived.

Prior to ordering critical office supplies that will be shipped to your residence; the employee must receive approval from their immediate supervisor via email. The pre-approval email and itemized receipts must be included with your monthly ProCard Statement. We strongly encourage the use of best judgment when ordering supplies. All requests should still follow all normal and required approvals for your department.

Campus administration has also approved for employees to take items from your office to your home as needed. Please coordinate with your immediate supervisor if that is needed.

Below are items that will not be approved for purchase for home delivery:

- Furniture, chairs, tables, IT equipment (including but not limited to printers, copiers, mobile phones or hotspots), hand sanitizer, masks, gloves or disinfectants

Please make sure that all purchases for home delivery use **Class Code 2973A or Program Code 2973 (for chartstrings that have existing class codes)**.

**Additional Information:** The [pro card manual](#) will help you identify what can be purchased and the process you should follow to order items. The [list of procurement staff](#) will help you identify the procurement point of contact for supplies and services.

Contact Information: If you have any questions or concerns about this notice, please contact John Guion, [jguion@csus.edu](mailto:jguion@csus.edu).