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Many Traditions One Alaska

To: UA Staff

From: John Hebard, Chief Procurement Officer

DocuSigned by:
John Hebard
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Date: May 1, 2023

Re: Revised Procedures for Shipping Commodities and Supplies to Employees in Support of Remote Work

Since a significant number of UA staff continue to work remotely, this memo is issued to update the procedures for making purchases which are delivered to an employee's remote work location. Previous remote work purchasing procedures were tied to the COVID-19 emergency declaration, which ends May 11, 2023. The new procedures outlined below are considered permanent and will be incorporated in UA's Procurement and ProCard Manuals.

For purchases made using a ProCard, the ship-to address for the purchase and the name of the purchaser (if different from the Cardholder) must be included in the transaction notes field. In addition, purchases delivered to home addresses shall include the phrase "for remote use" in the Business Reason field of the Accounting Code Values. The timely approval of the purchase by the approving official in PaymentNet will replace the need for a memo.

For purchases made via purchase order, a statement from the employee's supervisor, noting the items to be purchased are in support of remote work and being shipped to the employee's remote work location, shall be included with the requisition backup.

Note that these procedures only apply to commodities or supplies that cost less than \$5,000 and are not capitalized equipment, which requires a property tag. While remote work items are not capitalized equipment, they can have significant value, and are property of the University of Alaska. It is expected that items used for remote work will be secured from theft or damage and be returned to the University upon supervisor request, job change, or termination. It is the department's responsibility to maintain a spreadsheet or log recording the University owned items at their employee's remote work locations. Ultimately it is each supervisor's decision whether a position is appropriate for remote work, what remote work schedule best meets the needs of the department, and what items are appropriate for use at a remote work location.

Thank you for your assistance managing UA's remote work efforts.

Cc: Luke Fulp, UA Chief Finance Officer
Ryan Buchholdt, UAA Vice-Chancellor for Administrative Services
Julie Queen, UAF Vice-Chancellor for Administrative Services
Michael Ciri, UAS Vice-Chancellor for Administrative Services