

# COVID-19 EMERGENCY PURCHASES AND REIMBURSEMENT

April 9, 2020

The following guidelines should be followed when making purchases that support the transition to distance education and remote operations during the COVID -19 pandemic.

**COVID-19 Normal Purchasing Process:** If you are able to use our normal purchasing process, please provide additional justification as to how it relates to COVID-19 in the requisition.

**COVID-19 Emergency Purchase Criteria – Outside Normal Purchasing Process:**

- Item is critical to respond to COVID-19 issues, including working remotely, and
- Item is not available through the normal purchasing process, and/or;
- Item is needed sooner than can be obtained through normal process.

**COVID-19 Emergency Supply or Equipment Purchase Process:**

- 1) Confirm the supply or equipment purchase meets the criteria above.
- 2) Send an email to receive approval:
  - Supply                      Supervisor/Dean
  - Equipment                Jim Temple at [jim.temple@canyons.edu](mailto:jim.temple@canyons.edu)
- 3) Make the purchase using personal funds and keep all receipts and documentation.
- 4) Work with Supervisor/Dean who will complete/submit the **Direct Pay Voucher Form**.
  - Include information regarding the purchase.
  - Use Budget Code: 11-XXXXX-00-677210-XXXX.
  - Include Direct Pay Voucher, approval email and receipts.
  - Email to [accountspayable@canyons.edu](mailto:accountspayable@canyons.edu) or mail to Fiscal Services at COC.
- 5) The reimbursement check will be mailed to the employee's home.

**Equipment Purchase**

- The item generally has a useful life over 1 year that would be repaired vs. replaced.
- The item will need to be returned to campus to be asset tagged as District property.

**NOTE:**      Gift card purchases are only allowable under certain circumstances.

For questions, contact Jason Hinkle, Associate Vice-President, Business Services at 661-362-3420 or [jason.hinkle@canyons.edu](mailto:jason.hinkle@canyons.edu).