

Effective May 20, 2020

## **Telecommuter Home Office Purchases of supplies/equipment/furniture**

*The COVID-19 pandemic has challenged us all, not the least is the financial challenge to our budget. However, it is important that our staff and faculty be able to work as productively as possible while telecommuting. We must also, in all cases, avoid unnecessary or duplicate purchases of office supplies, office equipment, and office chairs to be used at home.*

*In every possible circumstance, those items should be checked-out from the workplace for use in the home environment rather than purchased. Where this is not possible, Departments must follow this procedure for telecommuting purchases. See University Administrative Policy (UAP) 7730. <https://policy.unm.edu/university-policies/7000/7730.html>. Employees should schedule a check-out/pick-up from the department with their Department Administration while maintaining social distancing.*

### **1. SUPPLIES:**

- a. Supplies for the home office are for University business only.
- b. If the Departmental inventory of supplies has been depleted, the Department must purchase additional needed supplies through LoboMart and schedule pick up from Mailing Services or HSC Shipping and Receiving <http://univserv.unm.edu/>

### **2. OFFICE EQUIPMENT including computers, cameras for video meetings, monitors and other necessary peripheral equipment:**

- a. Employees will not be reimbursed for home office equipment they purchase outside of LoboMart.
- b. Departments are responsible to fund office equipment purchases, track the use of University property, and ensure that the office equipment is returned to the department when the telecommuter returns to campus.
- c. Laptop/PC's
  - i. Main & Branch Campuses - Laptops and other technology related purchases should be made in coordination with your local IT service manager or IT Officer in order to adhere to UNM IT standards, specific area requirements, UNM Information Security policies, and negotiated UNM discounts. For assistance with IT services, contact your local IT Service Manager or the UNM IT Service Desk at 277-5757, M - F 7:30am – 5:00pm.
  - ii. Health Sciences Center – Laptop/PC's must be purchased using HSC HSLIC standards, as suggested on their website and imaged for network access. HSC standards for computers can be found at <https://hsc.unm.edu/about/cio/user-support/support/standards-based-computing.html>.
- d. Printers are not necessary equipment for most telecommuters.
- e. LoboMart must be used to purchase approved equipment for employees and picked up from Mailing Services or HSC Shipping and Receiving <http://univserv.unm.edu/>

### **3. FURNITURE**

- a. Only office chairs are allowable office furniture purchases for telecommuters. Desks, file cabinets, credenzas, lamps, etc. are not allowable purchases.
- b. Employees will not be reimbursed for home office chairs not purchased by the Department through LoboMart.
- c. Departments are responsible for funding office chair purchases, tracking the use of University property, and ensure that the office chair is returned to the department when the telecommuter returns to campus.
- d. Office chairs for telecommuters must be purchased through LoboMart and the purchase price is limited to \$300.00.
- e. If the Department wishes to request a special ergonomic chair for home use, UNM Safety and Risk Services must recommend the purchase through their evaluation process. The purchase must be made through LoboMart and is limited to \$600.00.

**Note: If ordered supplies, equipment or office chairs cannot be picked up from HSC Shipping and Receiving, fill out the "Ship To Exception Request" to justify home delivery:**

[https://forms.unm.edu/forms/ship\\_to\\_code\\_exception\\_request](https://forms.unm.edu/forms/ship_to_code_exception_request)