

**PRICE SCHOOL GUIDELINES FOR PURCHASING OFFICE SUPPLIES
AND OTHER EQUIPMENT TO SUPPORT REMOTE WORK**

During this season of working remotely, Price staff may have a need for office supplies or additional equipment to use at home. Any item purchased is considered a Price School asset and will be returned to Price upon our return to campus.

Please follow the guidelines below when considering purchasing any new supplies or equipment:

- Discuss with your supervisor what you think you may need and the business purpose for the item.
- Use a P-card to purchase supplies or equipment. If you or your supervisor do not have a P-card, contact the Business Office.
- If you are considering purchasing computer equipment, please coordinate with the IT Office before ordering. They can assess what would be most appropriate and/or determine if it is equipment we already have available. In addition, many IT purchases can be handled by IT staff rather than departments.

For computer/equipment purchases, please provide the following to the IT Office:

- Name of your supervisor and record of their approval (email consent will suffice)
- Inventory of item(s) purchased
- Brief description of the business purpose for each item and how it supports COVID-related activities

For all other purchases, please upload the following in Quali for P-card transactions or Concur* when requesting expense reimbursement:

- Receipt
- Email with supervisor's email approval
- Description of the business purpose for item

*The option to purchase items with a personal credit card and submit reimbursement via Concur is allowed for purchases not done through USC eMarket. For USC eMarket purchases (e.g., Office Depot and CDWG) and shipping to your home address, please use a procurement card.

When campus re-opens and you return to work:

- Please give your supervisor an inventory of what was used (e.g., purchased 12 toner cartridges, used 4, returning 8)
- Coordinate with the IT Office to return computers or computer-related equipment, including accessories. Some minor accessories may be retained by the employee (e.g., power cord), but others may be utilized by the IT Office for future use – they can let you know what should be returned to Price.
- Work with IT if special actions are needed to return or set up equipment in on-campus office.