Guidance on Purchases While Working Remotely

With the University extending working remotely through April 30, faculty and staff should utilize existing resources as much as possible in performing necessary job functions. OIT’s website offers information and training on available resources. All requests for additional resources must have advance written approval by the department chair or a supervisor and budget authority (if different), regardless of funding source.

Computers/Monitors/Accessories/Software
SMU will continue to use the technology purchasing process available through the online ordering portal. All items will be shipped to the main campus. When the items are delivered, OIT will email you with curb-side pick up instructions.

Recognizing that there may be instances of devices purchased outside the ordering portal, SMU will not provide reimbursement for devices or accessories that are outside the University’s standard configurations and specifications. Examples of items that will not be reimbursed include, but are not limited to, Wi-Fi extenders, AirPods, large monitors (over 27“) and devices without adequate security.

Consumable Supplies
Working remotely may require the purchase of limited consumable supplies to perform your job functions. SMU will pay for these supplies through use of a procurement card or reimbursement. Consumable supplies are limited to no more than $150 (through April 30).

Printers/Ink/Toner
Document sharing through online resources is the preferred method. SMU will not purchase or provide reimbursement for new printers for remote work. During this period, individuals can purchase ink/toner under the consumable supplies guidelines above.

All expenses must be reconciled through Concur and include a detailed receipt and documentation of prior written approval. One separate report with the title COVID-19 can be submitted for these expenses. SMU is tax exempt and cannot reimburse for sales tax paid. Please use this link for a tax exempt form to present on any purchases.

SMU maintains an Amazon business account that recognizes the University's tax exempt status. If you would like to be added to this account, please email shannonbrown@smu.edu and an invitation will be sent to your SMU email account.

Thank you for cooperation and flexibility. These guidelines will remain in effect until SMU faculty and staff are able to return to campus. The Purchasing Department is available to provide assistance with all procurement needs.