



Guidance on Purchases While Working Remotely

Faculty and staff working remotely should use existing resources as much as possible in performing necessary job functions. OIT's [website](#) offers information and training on available technology resources.

Funds available to faculty to enhance teaching and research can be used to support working remotely without advance approval. All requests for additional departmental resources must have advance written approval by the department chair or a supervisor and budget authority (if different). Purchases made with any funding source are considered SMU property with the expectation that the resources will be properly managed and used solely for SMU business purposes.

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 purchasing@smu.edu and an invitation will be sent to your SMU email account.

The Purchasing Department (purchasing@smu.edu) is available to provide assistance with all procurement needs.

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 and inventoried as SMU property. When the items are delivered, OIT will email you with 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 \$300 per semester.

Printers/Ink/Toner

Individuals can purchase ink/toner under the consumable supplies guidelines above. SMU will not purchase or provide reimbursement, regardless of funding source, for new printers for remote work.

Office Furniture

SMU purchases commercial grade furniture that meets the design guidelines of the University from dealers that include warranties on the products. Furniture offered through most office supply options typically is not commercial grade. SMU will not purchase or provide reimbursement, regardless of funding source, for furniture purchased for remote work.

Expense Reimbursement/Reconciliation

All expenses must be reconciled through Concur and include a detailed receipt and documentation of prior written approval, when required. SMU is tax exempt and cannot reimburse for sales tax paid. Please use this [link](#) for a tax exempt form to present for any purchases.

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