COVID-19 EMERGENCY PURCHASES AND REIMBURSEMENT
February 22, 2021

Please follow these guidelines when making purchases that support the transition to distance education and remote operations during the COVID -19 pandemic. **NOTE:** Gift card purchases are only allowable under certain circumstances.

OPTION 1: Colleague/Datatel Requisition:
If you are able to use our normal purchasing process, please provide additional justification in the requisition as to how it relates to COVID-19. **Items purchased through this option must be picked up on campus, they cannot be delivered.**

- *For questions, contact April Graham, Director Contracts, Procurement, and Risk Management at 661-362-3248 or april.graham@canyons.edu .*

OPTION 2: Direct Pay Expense Reimbursement:

- **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.

- *For questions, contact Jason Hinkle, Associate Vice-President, Business Services at 661-362-3420 or jason.hinkle@canyons.edu.*

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 — Dean/Director
   - Equipment* — Jim Temple at jim.temple@canyons.edu

3) Make the purchase **using personal funds** and keep all receipts and documentation.

4) Work with Dean/Director who will complete/submit the **Direct Pay Reimbursement Form.**
   - Include information regarding the purchase.
   - Budget Code: Use department supply/equipment budget code.
   - Include **Direct Pay Reimbursement Form**, approval email, and receipts.
   - Email to Sandra.Thomas@canyons.edu or mail to Fiscal Services at COC.

5) The reimbursement check **will be mailed to the employee's home** unless you have setup **direct deposit for reimbursements**.

***Equipment Criteria**

- The item generally costs more than $200, has a useful life over 1 year, and would be repaired vs. replaced.
- The item will need to be returned to campus to be asset tagged as District property.