



TO: University Unit Finance Leads

FROM: Robert Pompey, Vice Chancellor for Business and Finance

DATE: May 8, 2020

RE: Campus Teleworking Procurement Guidelines

In an effort to provide consistency related to teleworking procurement practices, we are providing the following guidelines:

- NO purchases are allowed nor reimbursements will be paid for items such as: furniture, desks, chairs, or for the set-up of home offices. Please refer to [Reasonable Accommodations Policy](#) on the [Aggie Hub](#) for ADA exceptions.
- Printers – For purchase of printers, please Contact Procurement Services at purchase@ncat.edu.
- Office Supplies should be obtained from existing department supplies, if possible. If not available, please submit a requisition via AggieMart.
- Computer Equipment (i.e. lap top, docking stations, etc.) Please follow the [Procedures for COVID-19-Related Expenditures](#) previously communicated. Please utilize the punch-out suppliers in AggieMart.
- Internet Access- No reimbursement will be issued. (Hotspots will be made available for Faculty and Staff with no Internet). Please forward hotspot requests to our Information Technology Department at 336-334-7195 or helpdesk@ncat.edu.
- Telephone or cell phone equipment, service and/or usage will NOT be reimbursed.
- For any purchases of software, please contact the Information Technology Department at sjtoney@ncat.edu for approval.

For more information regarding technology resources, you may refer to the [Telework Support](#) page on the University website.

As always, we are available to address unique situations and circumstances, so please feel free contact the Budget and Planning Office at budgetoffice@ncat.edu or Procurement Services at purchase@ncat.edu with questions. Thank you for your patience and understanding as we navigate this unprecedented situation.