ESSIC Procurement Orders: (COVID-19 Teleworking)

- EBO requests and approvals are required for all orders.
- UMD PCard orders cannot be shipped to home addresses.
- All reimbursable items are considered university property.

Reimbursable Items for in-home use: Standard EBO requests and approvals are required for all orders. (Examples;)

- Headsets
- Books for specific research projects - please provide justification
- PC connection / input peripherals: (Mouse / Keyboard / Cables)

System Failure / Replacement: In an emergency situation where it may prove impractical or cumbersome to procure and deliver a system in a timely manner, reimbursement for a personally purchased laptop will be considered. (Please contact Felicia Mason before proceeding.)

Please note that all standard EBO purchase procedures must be expressly followed and approved in order to ensure the costs of the system are allowable and reimbursable; failure to do so could result in a loss of personal funds.

Reimbursement Procedures:
1. Once approved for purchase, employees must order with a personal credit card and have items shipped to their home address.
2. Upon delivery, the purchaser should scan the receipt and email a copy to their EBO processor. The original receipt should be saved and provided to the EBO processor once staff have returned to the office.
3. **Please note- Due to the current telework situation reimbursements will be delayed.**

Non-Reimbursable Items for home use:

- Desk furniture
- Desk Chairs
- Desk Lamps
- Varidesk (Stand up desk)

Standard Information Technology Orders (ESSIC Delivery Required): OITC consult / EBO requests and approvals are required for all orders. Equipment delivery will be coordinated by EBO processor and OITC staff upon receipt from campus delivery services. (**Note**: delivery timetables are uncertain; we have experienced carrier delivery delays beyond our control.)

- Server Level Components: (storage / computing)
- Personal computing: (desktops / laptops)
- Monitors and other technology components and related peripherals.