

April 10, 2020

To: Colleagues

From: Vice President for Administration and Finance

Subject: Small Value Purchases and Home Delivery

Colleagues,

Employees needing small value supplies while working from home may request to have those items shipped to their home, instead of them being delivered to campus. This will reduce the number of necessary trips to the campus to pick up supplies. It would be preferred to use a university issued procurement card for these purchases. If a procurement card is not available, a personal credit card will be allowed, but reimbursement will require a detailed, line-item receipt.

To qualify for this temporary allowance, items purchased must be \$100 or less. Items allowed under this program include office supplies, books, lab demonstration materials, etc. Items not allowed include any office furnishings (including ergonomic support) and equipment (laptops, tablets, hotspots, printers, cameras, storage devices, etc.). Items not allowed under this temporary allowance must be procured using traditional purchasing policy, including on-campus delivery.

All items purchased under this temporary allowance that are not expended are expected to be returned to campus upon the return to on-campus work. This temporary allowance for home delivery will also end upon our return to on-campus work.

If you have questions about this temporary purchasing allowance program or would like a better understanding of whether an item qualifies, please contact Procurement Services by email [purchasing@csusb.edu](mailto:purchasing@csusb.edu).

Regards,

Doug

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