



UNIVERSITY  
of ALASKA  
*Many Traditions One Alaska*

To: UA Staff

From: John Hebard, Chief Procurement Officer **John A. Hebard, C.P.M.**  
Digitally signed by John A. Hebard, C.P.M.  
Date: 2020.03.20 12:27:12 -08'00'

Date: March 20, 2020

**Re: Temporary Suspension of Restrictions on Shipping Supplies to Employees Homes Due to COVID-19 Work from Home Guidelines**

Due to the need for significant numbers of UA staff to work from home due to the university's COVID-19 guidelines, I am instituting a temporary suspension of restrictions for shipping supplies to employee's homes. Note that this only applies to supplies (not capitalized, equipment, which requires a property tag). It also only applies to items which are solely necessary to perform work from home, during this one-time event.

For purchases made using a ProCard, a memo from the approving official stating the items purchased were shipped to an employee's home due to COVID-19 work from home guidelines shall be included in the ProCard documentation. In addition a notation shall be made in the transaction notes in PaymentNet as part of the reconciliation process.

For purchases made via purchase order, a statement on the BANNER requisition noting the items purchased were shipped to employee's home due to COVID-19 work from home guidelines shall be included with requisition backup.

This change to procedure shall be in effect only be during the period of time the University is under the COVID-19 work from home guidelines, and only when absolutely necessary. Once employees are able to return to work, previous procedures restricting shipment to home addresses will apply.

Thank you for your understanding during this difficult time.

Cc: Myron Dosch, UA Chief Finance Officer  
Beverly Shuford, UAA Vice-Chancellor for Administrative Services  
Julie Queen, UAF Vice-Chancellor for Administrative Services  
Michael Ciri, UAS Vice-Chancellor for Administrative Services