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. laptop, 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.