Proactive Planning for Business Continuity – IT Equipment

Anticipated IT Needs

With the COVID-19 pandemic, the supply chain has seen an astronomical demand for medical and sanitary items. It is anticipated that the next commodity area that will see an **increase in demand is IT related needs**. With this anticipation, if you have known needs in this area it may be prudent to move forward in a timely manner. We have already seen delays in delivery dates for orders placed in UGAmart in early March. As a reminder, there are many IT vendors and options available in UGAmart and CESS requirements remain the same. If you have questions, please email procure@uga.edu.

Urgent Purchases of IT Devices –

As department management, faculty and staff proactively evaluate plans to minimize interruptions to normal business operations, particularly in light of the evolving Coronavirus situation, there may be a need to purchase and receive IT devices such as laptops, iPads, etc. in an expedited fashion.

You should continue to order IT devices through UGAmart purchase order or PCard[i]; however, if due to time constraints those normal purchasing methods are not feasible, faculty and staff may temporarily purchase these IT devices using personal funds and submit for reimbursement. This temporary purchasing method may be used until June 30, 2021. This timeline will be evaluated for possible extension.

Individuals using this temporary purchasing method must have departmental approval. Those electing to use this method must fulfill the following routine equipment acquisition practices:

- The devices will remain UGA property and require the appropriate registration/tagging under asset management policies, if the device meets those criteria. For any devices that may be used remotely or outside of a UGA location, please see UGA's policy on Off Campus Use of Assets for those registration procedures.
- Coordinate with your departmental IT group to ascertain if software and security applications need to be installed and set-up prior to device use.
- Monitor purchased devices and ensure that the devices are returned to the department after the need for remote use has ended.

Reimbursements should be submitted as an expense report in the UGA Financial Management System. All routine reimbursement documentation is required, such as receipts/proof-of-purchase. Please charge the reimbursement using the O – Other Misc. Expenses account code. Accounts Payable will recode it to the appropriate account code before processing payment.

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[i] Devices purchased via PCard may not exceed a unit price of $2,999.99 or the card's STL, if lower.