

## **PURCHASE GUIDELINES FOR OFFICE SUPPLIES DURING EMERGENCY REMOTE WORK**

Current policy and procedure 32500, Flexible Work Arrangements, does not address an emergency situation, such as the COVID-19 pandemic, whereby employees are instructed to work remotely. It addresses those employees who are hired as remote employees (e.g. an online faculty) or those who choose to telework during a portion of a normal pay period.

Additionally, current purchasing card (Pcard) and corporate card (Ccard) procedures have existing protocols or limitations that may hinder the productivity of employees during emergency remote work. Finally, current guidelines for technology equipment needs and the processes to procure, deliver, repair, etc. may not be adequate for emergency remote work.

These guidelines are intended to temporarily modify or suspend certain elements of these policy and procedures to enable productivity and operational efficiency during emergency remote work.

### **TECHNOLOGY REQUESTS**

Employees should contact IT ServiceDesk or IT Resource Management to address hardware, peripherals and software remote work needs. Respective email addresses are listed below.

IT ServiceDesk: [ITServiceDesk@montgomerycollege.edu](mailto:ITServiceDesk@montgomerycollege.edu)

IT Resource Management: [ITResourceManagement@montgomerycollege.edu](mailto:ITResourceManagement@montgomerycollege.edu)

### **OFFICE SUPPLY REQUESTS**

1. All requests for supplies must be documented on the Emergency Remote Work Office Supply request form. Form is located at the following link:  
<https://info.montgomerycollege.edu/documents/offices/procurement/docs/remote-work-office-supply-request.pdf>
2. All requests for supplies must be from the College's contract vendor, **WB Mason**, unless contractor cannot meet the request due to stocking, timing or delivery issues. If an alternate vendor is used, the requestor must document the reason in their request. Go to this website to order: <https://www.wbmason.com/>
3. Requests must be limited to only those supplies listed on the Emergency Remote Work Office Supply request form as qualifying necessary supplies for an emergency home office. Requests outside of items listed will require the approval of the Director of Procurement and will be evaluated on their criticality.
4. Requests must be approved by an authorized account manager.
5. The account manager signature attests to the availability of the budget for the account provided.
6. Pcard and Ccard guidelines will be amended to allow for residential delivery of office supplies.

**Note: For tracking purposes, where at all possible, it is preferred that remote work supply purchases be made with a Pcard or Ccard.**

7. For those employees that do not have a Pcard or Ccard or departmental access to such a card, expense reimbursements will follow existing guidelines for expense reimbursement when funds are advanced by an employee with two exceptions, a) all reimbursements will be processed through accounts payable with proper receipt documentation and completion of the direct pay form submitted to [accountspayable@montgomerycollege.edu](mailto:accountspayable@montgomerycollege.edu), and b) a copy of the receipt in lieu of the original will be acceptable documentation. The direct pay form is available at the following link: <https://info.montgomerycollege.edu/offices/business-services/accounts-payable.html> (located at bottom of link page).

**Note: Reimbursements will be made two times per month, to align with payroll cycle.**

8. Pcard and Ccard holders must follow the existing guidelines for monthly reconciliation.  
Pcard guidelines link:  
<https://info.montgomerycollege.edu/documents/offices/procurement/docs/p-card-users-guide.pdf>  
Ccard guidelines link:  
<https://info.montgomerycollege.edu/documents/offices/procurement/docs/corporate-card-guidelines.pdf>
9. The College is exempt from sales tax for qualified college purchases, all requestors should provide a copy of the College's sales tax exemption certificate when possible or the certificate number before placing the order. The College does not reimburse employees for sales tax. Use of the sales tax exemption for personal purchases are not allowed. The College's exemption certificate number is located on the Emergency Remote Work Office Supply request form  
Tax exempt certificate link:  
<https://info.montgomerycollege.edu/documents/offices/procurement/docs/tax-exempt-certificate.pdf>