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Dear university community:

As the university returns to on campus instruction, activities and general support with some remote working elements maintained, we are getting inquiries about shipping items and supplies to home addresses. The general guidelines remain and are as follows:

- x Purchases to support content remaining on a remote learning platform may be shipped to a home address. Departments permit employees to take attractive items home for remote work (e.g. computer and associated peripherals) monitoring must be implemented consistent with these guidelines: <https://www.usf.edu/business/finance/controller/docs/usf-attractive-item-final.pdf>
- x Where employees need to communicate hands free, headsets under \$75 are permitted and may be delivered to home. Office Depot offers several under that price limit (e.g. item nos. 967292, 607890, 221605, 872629). Purchase from Office Depot is not required.
- x General consumable office supplies (e.g. paper, pens, staples, ink cartridges, etc.) are NOT allowed to be purchased for shipment to home. Work processes should be modified to support remote work (such as digital printing) so the need for these tangible items should be negligible. Exception to this rule requires supervisor approval and must be thoroughly documented as to justification in required backup.

Thank you,

George Cotter
Director Procurement Services
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