

DIVISION OF BUSINESS & FINANCIAL AFFAIRS COVID-19 BRIEFING

March 23, 2020

Unit: Procurement & Logistical Services

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ACTION:

Develop campus-wide plan to manage the purchasing of stationery/work supplies, IT hardware and accessories.

BACKGROUND AND POLICY ISSUE(S):

Effective the week of March 16, 2020, CSUCI moved to a virtual teaching environment and began the preparation to move instruction to on-line delivery with some minor exceptions (labs, etc.). With the possibility of the virtual teaching environment continuing to the end of the school year, and possibly beyond, an effective process needed to be developed for Faculty and Staff to order and receive the tools and stationery needed to support their missions.

Staff and Faculty members (Users) will necessarily have supplies such as stationery and teaching aids delivered to their homes, not directly from suppliers, but from CSUCI Shipping & Receiving. They will be asked to estimate the total volume of such supplies to last from now until the end of the school year and place a request with their business unit's analyst or designated point person (Requestor) for such orders.

A similar process will be used for the ordering of IT Hardware and Accessories; however, the User will be required to collect the equipment from Shipping & Receiving.

RECOMMENDATION:

Approve the campus-wide plan to manage the purchasing of stationary supplies, IT hardware and accessories.

SUPPORTING DOCUMENTATION:

Administrative Detail # 30-15

Stationery Supply Shipping Form