COVID-19 PROCESS CHANGE 002  
Equipment for Home Use

As directed by the order of the Governor of the Commonwealth, many offices have been assigned to teleworking instead of being onsite to perform duties. The following processes are offered as guidance for ordering supplies for home offices used for telework as directed by Radford University Administration.

1. Printers, Computers, Laptops, Scanners, Peripherals, or other hardware are not allowed to be purchased for home use with University funds.
2. Items will not be reimbursed if purchased from personal funds.
3. Supplies will be ordered under normal procedures using eVA, The Supply Room, etc.
4. All approval flows remain in effect.
5. Employees are encouraged to reduce paper usage and utilize electronic means for storage of files.
6. If printing or scanning is required, you may use the network printer, connecting with a VPN, and make arrangements pick up copies from your office.
7. Employees may also coordinate with supervisors to come to campus for printing or scanning needs.

This process will be in place until further notice.

Kimberly Dulaney  
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