COVID-19 PROCESS CHANGE 003
Delivery of Supplies by The Supply Room, and Other Deliveries & Equipment Purchases

As directed by the order of the Governor of the Commonwealth, the following processes are in effect for office supplies orders normally using desktop delivery and equipment to be used for telework arrangements, as directed by Radford University Administration.

1. All Office Supply orders will be placed and approved as normal through The Supply Room or applicable punchout in eVA.
2. Office Supplies should not be purchased with personal funds or submitted for reimbursement.
3. All University purchases must be shipped to campus. Deliveries to off-campus addresses are not allowed.
4. Main Campus Delivery:
   - Orders will be delivered to the Radford Campus Central Receiving once a week, on Wednesday between 10:00 am-2:00 pm.
   - Radford Campus Department/Employee will contact Central Receiving at 540-831-6085 to make an appointment to pick up supplies. Radford Campus Warehouse may be closed from 12:00-1:00 depending on staffing levels.
5. RUC Delivery:
   - The Supply Room will deliver to the RUC front door on Tuesdays between 10:00 am-12:00 noon. The Supply Room will contact management by cell phone to come to loading dock to check items in.
   - RUC campus employees will make an appointment with management to retrieve orders as instructed.
8. ALL ORDERS/packages MUST BE LABELED WITH PURCHASE ORDER, INDIVIDUAL AND DEPARTMENT NAME.
9. It is the employees’ responsibility to ensure all receiving is completed in accordance with policy to meet the prompt pay requirements established.
10. Employees should utilize current departmental resources (supplies, equipment, etc.) as much as possible, to include teleworking arrangements.
11. Employees should utilize current equipment to the fullest extent possible in their telework set up.
12. Items such as printers, computers, laptops, scanners, peripherals, or other hardware components are not allowed to be purchased for home use with University funds.

Your patience and cooperation at this time is appreciated and critical. Processes may be adjusted on short notice to best accommodate all involved.

This process will be in place until further notice.

Kimberly Dulaney
Executive Director of Strategic Sourcing
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