COVID-19 Purchasing Support

Please continue to monitor this information as posted on the Procurement and Contracts website. Information is under constant review and subject to change.

The Offices of Procurement and Contracts continues to support Radford University during the COVID-19 response efforts to address alternate and telecommuting arrangements as mission-critical work continues.

COVID-19 will have far-reaching financial impacts on our students, employees, community, campus partners, and the greater nation. It is our ambition to promote continuity of work, sustainability, and provide procurement support wherever possible. For this reason, we are asking all employees to consider curtailment of non-mission critical purchases for the remainder of the semester.

What does this mean for my operation?
As campus employees adjust to telework, we may also need to alter work processes and fully utilize currently available technology and supplies. At this time, please follow current processes for IT approval for all IT/AV items, use contract suppliers, follow existing SPCC policies and procedures, and follow directives outlined in COVID-19 Guidance Procedure Process Change Notifications.

Central Receiving:
Central Receiving on Campus and RUC along with The Supply Room Companies have adapted processes to support deliveries. All orders for the Radford main campus should be delivered to main campus central receiving. Employees will make appointments to pick all items up as directed in Process Change 003: Delivery of Supplies by The Supply Room and other Deliveries & Equipment Purchases

RUC orders will be delivered to the front door. RUC will be contacted and a RUC representative will pick up the order(s) to store at RUC. Employee will make arrangements for pick-up.

Office Equipment:
The university will not duplicate resources between the central work place and the alternate work location. As outlined in Process Change 002, Equipment for Home Use, equipment is not allowed to be purchased for home use by the employee. Telecommuting employees may use university-owned equipment off-campus for legitimate university purposes as approved by supervisor. For additional guidance, please see Process Change 002, Equipment for Home Use.
Remote Connectivity Technology:
Information Technology provides a varied toolset to accommodate remote work. Visit DOIT to evaluate tools already available for whole university use. Tools include ZOOM online meetings, conferencing, document sharing, managing office calls, etc.

Cancellation of Campus Events:
We have a number of events scheduled for campus in the upcoming months. These events should be cancelled. Rescheduling is upon approval as outlined in Process Change 001, Cancellation of University Service Contracts or Performance Agreements. Please review any upcoming scheduled events and contact Procurement and Contracts if further guidance is required.

Amazon:
Amazon should only be used on the very rare occasion that the product you are ordering cannot be purchased through existing processes. In the event of ordering from Amazon, please follow all guidelines. PR’s are to be submitted IN ADVANCE of the purchase. Home Deliveries are NOT allowed.

Personal Reimbursements:
Employees should not bypass procurement guidelines to purchase items expecting to seek reimbursement. All procurement requirements must be followed.

Date: 4/1/20