

# Procurement Services – Purchasing Guidance Update

## Effective during remote work arrangements as a result of COVID19

April 10, 2020

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Procurement Services is providing the following updated purchasing guidance which reflects certain modifications to accommodate faculty and staff who are **working remotely during this time**. Please note the new procedures for computer related purchases outlined below under “Computers”. Procurement Services is working closely with ITS to implement these new procedures. Details on this new process can be accessed by clicking on the link provided below.

Purchases including supplies and equipment considered to be high priority and necessary to carry out university business may be shipped to remote work locations during this time. Items that **cannot** be shipped to a remote location include **furniture, chemicals and hazardous materials**.

As is our practice, purchases are made as follows:

- For purchases less than or equal to \$5,000 the university pro-card is the default option. Orders can be shipped to the office or to a remote location.
- For purchases greater than \$5,000 a requisition should be created including the “ship to” residential address in the document text. Once received, Procurement Services will issue a purchase order and send it to the supplier.

### Office Supplies

We continue to encourage the university to order supplies through Staples, our preferred vendor available through myMarketplace.

- **In-store purchases:** Staples offers the [Staples Procurement Card Registration Program](#) valid only for in-store purchases. To participate in this program the purchaser must register with Staples and also obtain university approval by the purchaser’s supervisor. Attached you will find the details about the program and registration.
- **On-line purchases:** Purchases can also be made through StaplesAdvantage.com using the university pro-card. The purchaser must sign up by completing the necessary form after which they will receive a user ID enabling them to place orders. These orders will provide the option for delivery to remote work locations. This may take 24 hours to set up.
  - <https://register.staplesadvantage.com/doRegister?ReqFormId=CxmDhm>

## Computers

The university is implementing new procedures for computer purchases. Procurement Services has been working closely with ITS to implement these new procedures. Click [here](#) for more details.

### **As a reminder, the following is according to our normal operating procedures and continues to be in effect during this time:**

- All purchases of goods and services must be made in accordance with university policies and the Procure to Pay (P2P) procedures set out in the [P2P Guide](#).
- MyMarketplace is the *preferred and most efficient* method used to order commonly purchased goods available from suppliers in the portal.
- The university pro-card is used to directly purchase goods and services from suppliers (excluding individuals) that are not available through myMarketplace and should be used for all purchases under \$5,000.
- The use of University assets, funds, facilities, personnel or other resources for personal, unlawful or improper purposes is strictly prohibited. Fiscal misconduct will lead to corrective actions and/or employment sanctions up to and including termination, and may subject the individual to civil liability and/or criminal prosecution. Requests for purchases inconsistent with this policy will be returned to the responsible unit. Non-compliance with this policy will result in purchasing suspension/revocation at the discretion of the unit level Dean/Vice President.
- Contact Information
  - For questions about disbursements for all non-payroll expenditures please contact the Accounts Payable department at: Phone: 617-373-2652; Email: [ap@northeastern.edu](mailto:ap@northeastern.edu) or Michael Mallon at [m.mallon@northeastern.edu](mailto:m.mallon@northeastern.edu) .
  - For questions about any University purchasing method or any other question regarding acquiring a good or service for the University please contact the Procurement Services department at Phone: 617-373-2135 Email: [Procurement@northeastern.edu](mailto:Procurement@northeastern.edu) or Michael McNamara at [mi.mcnamara@northeastern.edu](mailto:mi.mcnamara@northeastern.edu) .
  - For questions about myMarketplace and ordering please contact Sri Teja Kotha at [s.kotha@northeastern.edu](mailto:s.kotha@northeastern.edu).