

### Home Delivery of Work-Related Purchases – Temporary Procedure

During normal operations, college policy does not allow for delivery of college work-related purchases to the homes of employees. In light of the college's move to online delivery of services due to the COVID-19 pandemic, home delivery of essential supplies will be permitted in circumstances where employees are unable to have the supplies delivered to the college for later pick-up from the mail room. Please note that home deliveries will only be permitted to an employee's home address of record. The following procedure must be followed for any purchase intended for home delivery, regardless of cost:

1. The employee who needs the essential supplies delivered to their home must send an e-mail justification for the home delivery to their supervisor;
2. if the supervisor approves, they will forward the request to the area vice president or the president (for areas reporting directly to the president) and CC Christina Sparacino from the procurement office;
3. if the area vice president or president approves of the home delivery, they shall respond via e-mail for the procurement office's records;
4. all technology purchases must be approved by IT prior to any purchase being made;
5. the employee who initiated the request shall then work with the procurement office to initiate the purchase; and
6. any item purchased must be returned to the college when the college reopens.

Employees are not permitted to purchase any items for home delivery without following the above process and ONLY the procurement office is permitted to place orders to be delivered to off-campus locations. Employees who purchase items for home delivery without following the above process will be required to reimburse the college. Please limit requests for home delivery to items that are absolutely essential to college operations and circumstances where delivery to the college for later pick-up from the mail room is not feasible.