

Policy and Procedure for Home Deliveries During Covid-19 Safer at Home Order

With state and county governments mandating social distancing in response to the COVID-19 outbreak, CSUDH and Foundation have shifted operations to comply with these restrictions. On Monday, March 16th, most CSUDH employees began working remotely. To address remote work and to maintain critical operations Foundation is implementing a policy to allow home deliveries. The policy and procedures outlines below will be in effect until students and staff return to on-campus operations

Instructions for Home Deliveries (under \$500.00):

Purchases under \$500 (inclusive of taxes, and shipping costs), shall be authorized for home delivery as follows:

1. Requester shall send detailed product information as well as a brief justification for home delivery to their appropriate administrator for review and approval.
2. Requester shall submit approvals as follows:
 - a) Check Request Reimbursement: Requester may proceed with purchase once the approval has been obtained from the appropriate administrator. Approval must be submitted with the reimbursement request.
 - b) PO: Requester can submit POs electronically to Isabel Ramirez, iramirez@csudh.edu. Requester shall upload quote and home delivery approval/justification along with Purchase Order approved by an account signer.
 - c) Direct Pay: If using an approved Direct Pay category, requester must submit invoice and home delivery approval/justification with the Check Request Form and submit to AP for payment.
3. Campuses are required to track costs associated with COVID-19 for reporting purposes. Stateside accounts should be used to track Covid-19 expenses for departments other than Foundation, Philanthropic Foundation, and Loker Student Union.
4. If you wish to use a Philanthropic Foundation account administered by Foundation or a Foundation agency account for a Covid19 expense, please contact Jinna Matzen, jmatzen@csudh.edu prior to incurring the expense.

Home Deliveries for items over \$500.00 are not authorized for Home Delivery.

Please contact Jinna Matzen jmatzen@csudh.edu for additional information, clarifications, or requests.