

COVID-19 Purchasing Guidelines

EFFECTIVE IMMEDIATELY: The University is eliminating all non-essential or discretionary spending until further notice. Further clarifications are as follows:

- Essential purchases are understood to be purchases absolutely required to perform job duties or for public safety. Purchases during this time should be approved by a supervisor. If items are purchased during this time and shipped to home addresses, those items must come back to Auburn University once the Alternate Operations model ends. Supervisors are responsible for knowing what he/she has approved as an essential purchase and making sure that equipment is returned to Auburn University
- Personal Internet and/or Cell Phone Services will not be reimbursed
- Essential technology purchases should comply with all University equipment and security standards and should be approved and supported by your departmental IT staff
- Laptops should be ordered in lieu of tower computers

Computers must meet our End Point Computer Standards see link below:

- Be Encrypted
- Utilize the Central End Point Protection (AMP)
- Be Domain Joined (Use the Auburn Password Settings)
- Spirion must be installed
- Timeout
- Physical Protection

Additional End Point Standards and details:

<http://www.auburn.edu/oit/security/minimum-security-standards.php#endpoints>
(Authentication required)

When essential purchases are required, all typical Auburn University Purchasing Guidelines and Spending Policy should continue to be followed. See summary below:

- **Vendor Selection**
 - Use Preferred Vendor Contracts whenever possible. A list of all current contract vendors with both Purchasing buyer and vendor contact can be found by clicking on this link <http://www.auburn.edu/administration/business-finance/pbs/contracts.html>

- **Payment**

- Essential purchases are allowed to be made using P-Cards. P-Card reconciliations should document the business purpose for the expenditure and the essential nature of the purchase
- Invoices will continue to be processed during this time
- Personal funds should not be used and will not be reimbursed

Questions

If you have any questions, please feel free to contact the Procurement and Business Services team <http://www.auburn.edu/administration/business-finance/pbs/staff.html>