

## Remote Work - Process for ordering materials and supplies

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Many employees require office supplies and specific peripherals in order to perform their work remotely. Here are three options for purchasing required office supplies:

### **Option 1: Picking up office supplies from your office or department**

- If you are on, or near, campus and need to collect office supplies (stationary items such as note pads, pens, post-it notes, etc.) from your office or department, many buildings on both the Abbotsford and Chilliwack campuses are open, and you may visit to pick up office supplies with attention to social distancing.
- If your department, or the area where supplies are stored, is not open, please contact Security at 1-855-239-7654 (or local 7654) to obtain access to departmental supplies.
- Please do not remove desktop computers, monitors, office furniture, printers, and/or equipment unless approved by UFV.

*Please Note: mileage reimbursement does not apply for picking up office supplies.*

### **Option 2: Ordering or purchasing office supplies**

- Request approval for the purchase from your supervisor
- Use your UFV P-Card or contact the [Procurement department](#) to purchase items from UFV's approved preferred supplier, Staples.
- Upon approval, please place the order with delivery to UFV and complete a [Logistics work order](#) identifying one of the following options for receiving your package:
  - Deliver package to UFV office or work station;
  - Hold package in Logistics for pick-up (indicate date and estimated time for pick up); or
  - Have package delivered to your remote work address, please note estimated timelines:
    - *Canada Post – 5 business days for locations in Fraser Valley*
    - *Canada Post – 10 business days for other locations in the Lower Mainland*
    - *Courier Services – 3 to 5 business days for locations within Fraser Valley*
    - *Courier Services – 5 business days for other locations in the Lower Mainland*
- If you are working remotely the most expeditious delivery method to receive your package is to arrange pick-up with Logistics.
- If you require supplies immediately, please place your order online and arrange for in-store pick-up. Please keep your receipts and packing slips for reconciliation.

### **Option 3: Reimbursement for office supplies**

- Request approval for the purchase from your supervisor;
- Purchase required items and request reimbursement for receipted out-of-pockets expenses <https://www.ufv.ca/finance/accounting-operations/accounts-payable/expense-claims/>

*Please note: office supplies for remote work will be charged to your department budget.*

**Print Services**

If large print jobs are required, the Print Shop is open and fully functional to provide services for pickup or remote work location delivery.