As the impacts of the COVID19 pandemic continue to put pressure on the university it is necessary to take additional steps to secure our finances. The information below provides details related to allowable “essential” and COVID19 emergency fund expenditures. These changes will remain in effect through the end of the fiscal year (June 30, 2020) unless otherwise lifted or extended. Thank you for your continued cooperation during these challenging times.

**What are allowable purchases through the end FY20?**

COVID19 approved emergency expenses and essential or mission-critical supplies and materials as detailed in the two categories below:

1. **COVID19 emergency expenditures (“Emergency Fund”) with approval of VCAF**

Per FEMA: “Under the COVID-19 Emergency Declaration, emergency protective measures (response costs) including, but not limited to, the following, may be eligible for reimbursement through FEMA or other federal agencies.” Departments should track ALL potential COVID19 expenses outside of those approved for the fund under the below guidelines as FEMA could expand eligible expenses going forward.

* + Management, control and reduction of immediate threats to public health and safety:
    - Emergency Operation Center costs
    - Training specific to the declared event. This may include PPE training, medical shelter operations, etc.
    - Disinfection of eligible public facilities
    - Technical assistance to local governments or eligible PNPs on emergency management and control of immediate threats to public health and safety
  + Emergency medical care:
    - Non‐deferrable medical treatment of infected persons in a shelter or temporary medical facility
    - Related medical facility services and supplies
    - Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)
    - Use of specialized medical equipment
    - Medical waste disposal
    - Emergency medical transport
    - For more information, see FEMA's [Emergency Medical Care](https://www.fema.gov/news-release/2020/03/31/coronavirus-covid-19-pandemic-emergency-medical-care) webpage.
  + Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)
    - All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures
    - For non‐congregate medical sheltering see detailed section below.
  + Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines
  + Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits
  + Movement of supplies and persons
  + Security and law enforcement
  + Communications of general health and safety information to the public
  + Search and rescue to locate and recover members of the population requiring assistance

1. **Non-COVID19 emergency expenditures should be limited to “essential” or “mission-critical” expenditures only. Essential or mission critical shall be defined as supporting the below and will be reviewed by OBFP. Deans or VC’s may be asked for justification.** 
   * The maintenance of critical campus operations and functions including basic facilities functions (utilities), emergency management, health and life safety, etc.
   * The move to and delivery of remote and on-line learning programs including support systems/processes like equipment, registration and billing.
   * The academic success, health, well-being and safety of those students learning remotely and those students remaining in the residence hall
   * Targeted efforts to generate significant external resources (e.g., research, advancement)
   * Efforts to retain and increase AY 2020-21 enrollments
   * Capital and sponsored research contracts and grants (including internal awards) needed to meet project goals and deliverables.
   * Contractually required (ex. labor agreements and vendors with minimums)
   * Student Activity and MassMedia funds

**What purchases are disallowed?**

1. Non-essential, non-mission-critical services, supplies and equipment.
2. IT equipment and software should not be purchased by departments. Equipment which is purchased and delivered to campus is not recommended either as there is no staff on site to prepare the devices for pick up or delivery. IT has many loaner Chromebooks and laptops which have already been prepared and are available for pickup. To access loaned equipment:
   * Academic Affairs faculty & staff can contact Brian White in the Provost’s Office
   * All other staff should contact Apurva Mehta in IT
   * Students should email [U-Access@umb.edu](mailto:U-Access@umb.edu)
3. Gift cards may not be purchased regardless of purpose or funding source except for research involving human subjects.

**How will allowable purchases be executed?**

There will be some changes to existing methods of purchasing to ensure they are essential or mission critical (excluding restricted grants & contracts):

* **BuyWays** purchases should be limited to essential or mission-critical expenditures only. Approval threshold in BuyWays will be set to $0.00 meaning that Department approval is now required for all purchases. A second level of approval will be added where Vice Chancellors or Deans will be contacted by the Budget Office or Provost to justify criticality of purchases greater than $500.
* **ProCard** purchases should be limited to mission-critical expenditures and items purchased should be in compliance with ProCard policy. The limits for most ProCards will be reduced to $500 per transaction and $1,000 per monthly billing cycle. Exceptions may be made for cards linked to sponsored grants or contracts. Limits may be restored as of 7/1/20 pending return to normal operations.
  + Threshold increases require Controller approval with written request of VC or Dean.
* **Expense Reimbursements** will be allowed for non-travel items purchased for home by individuals between 3/12/20 and 4/10/20 with written approval from Dean or VC. Going forward, only travel expense reimbursements will be approved as expense reimbursements.

**How will Purchased Items be Received and Accounted for?**

Allowable purchases may be shipped to campus or shipped to homes under the following conditions:

* Delivery of supplies to home addresses:[[1]](#footnote-1)
  + Purchases should occur through BuyWays whenever possible
  + Workflow will be added for shipping to an address other than the default address. The Controller’s Office will be tasked with approving these purchases in addition to departmental approval workflow. All university property purchased for use at home that is not consumed for work purposes must be returned to the university.
* Delivery of purchased goods to campus:
  + Please refrain from creating new orders, unless such order is absolutely essential or mission-critical, until normal operations on campus resume.
  + Central Receiving is open limited hours from 8AM to 1PM Wednesdays & Fridays.
  + If an order for materials or goods must take place, please enter special note stating that deliveries are to take place on Wednesday and Friday.
  + If there are special orders that must arrive on dates other than Wednesday or Friday, such as rush or perishable packages, please contact the Receiving Department at [ReceivingDepartmentStaff@umb.edu](mailto:ReceivingDepartmentStaff@umb.edu) or [Brian.Keefe@umb.edu](mailto:Brian.Keefe@umb.edu)
  + Items that must be tagged by the Property Department will be flagged by Receiving and staff will be called in to tag.

**When will FY20 purchasing close?**

FY20 Buyways purchasing will end earlier than FY19 due to budgetary pressure from COVID19. The date below excludes restricted grants & contracts that extend beyond 6/30/20, capital, and emergency fund purchases:

* FY20 purchasing through Buyways will end on Friday May8th
  + Requisitions in an approved status with a valid budget prior to 5:00PM will be sourced to a purchase order and issued to the vendor. You may continue to enter requisitions in BuyWays but your purchase order will not be exported to PeopleSoft for encumbering until July 1st against FY21 budgets.
  + Any exceptions to the May8th date will be made on a case-by case-basis as required by an operational emergency and will be routed through OBFP for approval by Assoc. VCAF.
* Please review existing purchase orders, contracts and other planned spending and work with the Unified Procurement Services Team to eliminate all non-essential commitments and encumbrances.

1. Purchase through BuyWays versus reimbursement eliminates the complication of reimbursing for taxes paid by the university, which is tax exempt. [↑](#footnote-ref-1)