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From:	procure-info-request@ucdavis.edu on behalf of Jim Hewlett <jghewlett@ucdavis.edu>
Sent:	Tuesday, January 12, 2021 11:24 AM
To:	procure-info Sympa List
Subject:	COVID19: Determining if Purchase is COVID19 Critical Expense and How to Document

UCDAVIS
Supply Chain Management

Good morning,

Due to the current COVID19 pandemic, some purchases that would not have been required before the pandemic are now necessary. These are referred to as **COVID19 critical expenses**.

What is and isn't a COVID19 critical expense?

Examples of COVID19 critical expenses include:
- online software to transition an in-person class to an online class,
- shipping costs to deliver supplies or books to students taking classes remotely,
- physical barriers to separate employees from each other or visitors,
- digital thermometers for screening employees or students, or
- computer or other equipment necessary for working remotely (these purchases are at the discretion of the department and are the property of the university).

As with all university purchases, COVID19 critical expenses must support the university's mission of teaching, research, public service or patient care.

A purchase that would have normally occurred, **even if the pandemic had not taken place**, does **not** constitute a COVID19 critical expense. For example, routine equipment maintenance or purchase of academic supplies would not constitute COVID19 critical expenses.

Just because a purchase is taking place during the COVID19 pandemic does not make it a COVID19 critical expense. It must be a purchase that is required **due** to the ongoing pandemic. Transactions are regularly audited. Incorrectly identifying an expense as COVID19 critical can lead to possible future funding issues for the university.

Documenting COVID19 critical expenses

When purchasing supplies or equipment necessitated by the COVID19 pandemic, the following must be documented on your **AggieBuy** or **KFS Requisition**:

- An explanation as to how the purchase is COVID19 critical must be entered in the **Comments** section of the AggieBuy Requisition or the **Explanation** field of the KFS Requisition. *Effective February 1st, the new **Business Purpose** field in AggieBuy should be used.*

- The **Project Code** of **COVID19** must be included In the **Payment: Chart of Accounts** section of AggieBuy when checking out a cart, or in the **Add Items** section of the KFS Requisition.

If the university Procurement Card is used for a COVID19 critical expense, the following must be entered on the resulting **KFS Procurement Card document**:

- In the **Explanation** field, a note indicating how the purchase is COVID19 critical must be entered.
- In the **Project Code** field, **COVID19** must be entered.

This information is also available on the Supply Chain Management COVID19 Purchasing page.

Questions regarding the eligibility of a COVID19 critical expense should be directed to the FIS Help Desk at fishelp@ucdavis.edu.

Coronavirus (COVID-19) updates for Supply Chain Management are posted at https://supplychain.ucdavis.edu/coronavirus-covid-19-information-and-resources

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