

PURCHASING

IMPORTANT UPDATE, EFFECTIVE SATURDAY, MARCH 28: All HuskyBuy purchases shipped to an off-campus address must contain a specifically-stated business purpose in the “Comments” field of the requisition. Instructions on how to populate the “Comments” field can be found in the instructions document at the link below. Purchase requests that do not have a business purposes stated in the “Comments” field will be returned to shoppers.

Due to the need to keep specific University areas functioning, as a temporary measure critical purchases related to the furthering of education and research only can be shipped directly to other in-state (CT) locations (e.g. home) through HuskyBuy. When a CT off campus address is used, requisitions will come to Procurement for final approval, regardless of dollar amount or contract vendor. If the employee of the “ship-to” address wishes not to list their personal address, please list your local USPS, FedEx, or UPS location for “pick-up.”

Arrangements should be made to pick up items at your department first. Arrangements can be made to be delivered to the Warehouse only if no other delivery option is available. Regardless of delivery location, the University retains ownership of all items purchased on your ProCard or through HuskyBuy and may require tagging at a later time. Be prepared for the inventory/capitalization staff to reach out for serial numbers and other pertinent information for purchases of capital and controllable property delivered to a location outside of UConn.

For items requiring special handling such as temperature sensitive items, delivery direct to your location at the University is preferred. Chemicals and hazardous products do not qualify for this exception, continue to follow standard University procedures for Chemical orders. If you have questions related to lab supply orders including Chemicals, contact Kathleen Kearney (Kathleen.kearney@uconn.edu).

Please note that not all of our catalog suppliers support this use of ad-hoc shipping addresses, namely Office Depot. WB Mason should be used for office supplies shipped to home addresses. The FO of each account remains responsible for approval of the purchase under existing procurement guidelines for education and research requirements.

As a public university and agency of the State of Connecticut, the University draws funding from a wide range of sources including students, taxpayers and benefactors. The University has an obligation to these constituencies to use its funds prudently in pursuit of its mission and goals. **All uses of University Funds, therefore, must be directly related to University business and in the best interests of the University.**

Please click [here](#) for instructions on how to input your home address in HuskyBuy.

Please contact **HuskyBuy Support** at huskybuysupport@uconn.edu if you have any questions, issues, or concerns.