

PURCHASING

Due to COVID-19 and to ensure business continuity, University Business Services is making the following temporary policy/procedures changes with regards to utilization of the Pro-Card:

While most UConn employees are now working remotely, it is understood there may be a need for low-dollar, educational and research supply-type purchases to be shipped to remote work locations.

Employees, with supervisor approval, may purchase necessary supplies related to furthering education and research, using the following methods in priority order:

1. HuskyBuy – If the supplies are available in HuskyBuy then this is the preferred method where you will be able to enter a remote work location. Any items requiring a ship to location outside of UConn will be reviewed by Procurement. See instructions [here](#).
2. Pro-Card -
 - a. If the supplies are not available in HuskyBuy then a Pro-Card may be utilized as an alternate purchase method and shipped to a remote work location within CT with documented approval from your supervisor. Any purchases using the Pro-Card with shipments to a remote work location require an approval from the [Pro-Card Administrator](#) prior to purchase. Instructions on how secure this approval can be found [here](#).
 - b. Keep in mind that the purchase of office furniture and equipment, computers, laptops, iPads, copiers, and scanners are not considered low-dollar, educational and research supplies and require a documented pre-approval from your supervisor and review and approval from the [Pro-Card Administrator](#) *and may be subject to further review by the AVP of University Business Services and AVP & Controller*. Instructions on how secure this approval can be found [here](#).
 - c. Using the Pro-Card for University-related purchases represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets. The Cardholder, Supervisor and Fiscal Officer assume the responsibility for the protection and proper use of the Pro-Card that will be subject to post-review by the AVP & Controller's Office, University Business Services and Internal Audit.
3. Employee reimbursements – This method should be used as a last resort where HuskyBuy or Pro-Card cannot be used. If this method is used then the procedures under Pro-Card apply with the exception of having the pre-approval attached to the DV in KFS or expense report in Concur.

Employees, Supervisors and Fiscal Officers are expected to use best-judgment and reason and continue to be good stewards of University resources during this unusual time.

Please contact Nancy Patrylak or Elise Fiorentino at PCard@Uconn.edu with any questions regarding the use of the Pro-Card.