

Subject: Financial Procedures during the stay at home order through April 30th

While most business processes can be managed remotely during the stay at home order, the following guidance applies until April 30th.

Check Deposit

- The UH Postal Services Department is open on Monday through Friday from 10:00 am to 2:00 pm. Postal Services is located in Room 140 of the General Services Building, at 4211 Elgin Street (phone 713-743-5840).
- Campus departments that receive checks in the mail should arrange to have two persons pick up mail at least once per week and prepare deposits. Two persons are required for internal controls. In keeping with the stay at home advisory guidelines for UH, notify your supervisor prior to arriving on the campus, and ensure that you have access to the building (card reader access only).
- If the department has received checks for non-endowed gifts, use the campus instructions for the remote deposit of gift checks located on the Finance references page at <https://uh.edu/finance/pages/References.htm>.
- If the department has received regular departmental sales checks, unidentified deposits, rebates or other checks, use the campus instructions for the remote deposit of checks located on the Finance references page at <https://uh.edu/finance/pages/References.htm>.
- Campus departments that do not have access to a remote deposit scanner will need to have the check transferred to the Treasurer's Office in a deposit bag with a journal attached following standard procedures. UHPD pick up will be scheduled using the standard schedule request (<https://uh.edu/police/transfers.html>, select "Submit a Money Transfer Request". However,
- The UHPD will pick up checks only on Wednesdays
 - **Requests must be submitted the day prior (Tuesdays)**
 - **The UHPD will pick up at the same time of day as the normal schedule.**
 - Checks will be brought to the Treasurer's Office, who will make the remote deposit for the department and then forward the deposit report to the department by email and the department can attach the report to the journal once received.
- In general, we expect that there are no cash deposits required during the stay at home order.
- Electronic deposit and web-based credit card activities will continue to use the standard processes.

Obtaining new Procurement Cards

P-Card applications received through April 24th will be processed for the cardholders home address deliveries. Applications received from April 27th to April 30th will be put on hold and will be processed after we return to the office on May 1st. The application process for applications received through April 24th will be the same as normal, except that the card applicants must complete the online training course (SF2002) before they submit the applications (instead of before picking up their cards). Instructions for signing up for the training and submitting the documentation of a pass score are available on the Finance References page at: <https://uh.edu/finance/pages/References.htm> in the “Stay At Home Advisory Finance Procedures” section.

Instructions for Applicants

Applicants need to submit the following to Cassandra Lopez (clopez24@central.uh.edu).

- Application Form
- HR approval for cardholder background check
- Proof of the completion of online training course SF2002
- E-mail indicating the cardholder’s home address
- CDA approval for card delivery to the cardholder’s home address. An email from the CDA is an accepted format.

Accounts Payable will review unsuccessful deliveries. After two attempts to deliver, the card will be delivered to Accounts Payable for pick up after May 1.

Formal Solicitations (Purchasing)

For formal solicitations that are not affected by the 30 day pause, or for those which have required approvals:

- If pre-bid meetings are required, the meetings will be held using Skype or Zoom. Call in information will be provided in the RFP or RFQ document.
- Purchasing will provide two four-hour windows (the day before the bid is due and the day the bid is due) where they will be on campus at the ERP for bidders to drop off their bid package.
- If possible, public bid openings will be postponed until after April 30th. If this is not possible, Purchasing will coordinate public bid openings using Skype or Zoom and will issue addendums to the solicitation documents with call in information.

Order Deliveries

The Harris County stay-at-home order has been extended until April 30th, 2020. We recognize that your areas may require certain items to be delivered to homes instead of the University during this time frame. As such, we have worked with Tejas and Dell to allow at-home delivery, as follows:

- Tejas:
 - If your area requires at home delivery, Tejas has provided a Home Delivery Set Up Form, which is available on the Finance References Page at: <https://uh.edu/finance/pages/References.htm> in the Stay At Home Advisory Finance Procedures Section.
 - The form cannot be submitted directly to Tejas by the department, it must be submitted as follows:
 - The College/Division administrator must submit the form to Karin Livingston (klivingston@uh.edu), who will forward the form to Tejas.
 - Tejas will update the address as an alternate delivery address in their ordering system. Once Tejas sets up the address, the user will receive an email stating that they can place their order online. Only orders placed after the alternate address is set up can be delivered to the alternate address.
 - **A separate order must be placed for each delivery to an alternate address.**
 - Purchases are limited to basic office supplies. Break room items and furniture will not be available for order for at-home delivery.
 - Purchases should be prudent, necessary, and utilize an allowable source of funds during the 30 day pause on expenditures.
 - All purchases over \$100 will require an explanation of the necessity of the items attached to the voucher or P-Card support.
 - There will be no cost for delivery, but delivery is only available in Houston and the surrounding areas. Under current conditions, delivery may vary and may take as long as 3 or 4 days, depending on the location.
- Dell:
 - Dell can make home deliveries, but there are restrictions and the process can be complicated:
 - Freight orders (i.e., a pallet with a large shipment of multiple computers and crates) must go to a location with a work dock, so cannot be delivered to a home address.
 - The home address must be on the PO.
 - If the PO has already been submitted, we can submit a change of address form to Dell where Dell has not yet attempted delivery yet. However, Dell cannot guarantee that they will be able to make the changes as their requests for change of addresses are

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currently extremely high. Departments can submit requests to Purchasing by email, with the PO number, the alternate delivery address, and the approval of the College or Division Administrator, who will make the request of Dell and let the department know if the addresses can be changed.

- If a requisition has not been submitted, submit the requisition, reference the alternate address in the comments section, and attach support for the College/Division Administrators approval.
- If the requisition has been submitted, email the requisition number, the alternate address, and the College/Division Administrator's approval to Purchasing.
 - The delivery must be accepted with a signature; deliveries not accepted at home addresses will be returned to Dell. Credit Memos will be issued in 7 – 10 days. There is no restocking fee for a failed delivery.
- Orders cannot be expedited

For other vendors, we will have to work with you to provide any required authorizations your vendor requires for shipping to an alternate location. Please contact Tim Henry, Samantha Yurus, or me with any needs that arise.

Colleges and Divisions are responsible for their decisions regarding allowing home delivery, and must ensure the following items:

- all purchased items are authorized by the College or Division, and are not required to be delayed during the 30 day procurement pause
- all purchased items are received by University personnel
- all non-consumable (i.e., other than office supplies) purchased items are recorded on a Property Management PRP-2A form within 3 days of receipt
- all purchased items are returned to the University when the stay-at-home order is lifted
- all purchased items that require asset tags are tagged as soon as the item is returned to the University when the stay-at-home order is lifted
- all future orders, once the stay-at-home order is lifted, are shipped to the University

Alternatives to at-home delivery include tracking the delivery and having someone on campus to receive the delivery, or having deliveries made to a central group of people that will then re-distribute the items among College/Division personnel.