

From: [Hawkfin-I](#) on behalf of [Gillespie, Colette via Hawkfin-I](#)
To: [HAWKFIN-L](#); [Deans, Directors, and Department Chairs](#)
Subject: [Hawkfin-I] FYI: Procurement Services update
Date: Thursday, March 26, 2020 5:05:05 PM
Attachments: [ATT00001.txt](#)

Dear KU Purchasers,

The Procurement organization understands you need supplies to accomplish your day to day responsibilities. With the recent changes to remote working arrangements, there are challenges to our standard purchasing protocol. We are trying to adapt and provide flexible solutions during this dynamic time for our university. Work continues on a daily basis but we wanted to provide an update on our progress to keep you supplied and functioning as well as possible.

Some things to keep in mind during this time:

- When placing an order, please make sure your order consists of essential materials you need to do your day to day responsibilities. If the items are not essential or urgent, please wait until normal activity returns to campus.
- The SSC organization will inquire about these purchases to ensure they are necessary. Please be patient as we have added this step to mitigate order volumes at this time.
- If ordering perishable materials and goods, there must be personnel at the delivery address to receive the product. This will help eliminate waste and lost goods.

For those in Lawrence and not in an at risk group (quarantined, older adults, immune deficiency, asthma, pregnant or other health considerations):

If you need office supplies, we would request you use the normal Staples punchout catalog to place your orders. When using the punchout, the Staples deliveries will be sent to our Storeroom for drop-off. Our storeroom team will contact you when the order has been received and provided instructions for safe pick-up. If you can utilize this option, please do.

For those outside of Lawrence or in an at risk group:

If you need office supplies, we have set up an avenue of delivering supplies to your home. These orders will need to go through your SSC and be placed on the departmental P-card. The detailed instructions for placing orders are posted on the Procurement Services homepage.

<http://procurement.ku.edu>

Current at home delivery solutions are available for (Outside of FITC):

- Staples Advantage
- Complete Book
- B&H Photo
- Dell
- CDW
- Microsoft

If you place an order through FITC, it will go through normal delivery channels except for the Staples deliveries outlined above for not at risk populations in Lawrence.

The Procurement team is working extremely hard to find the best solution for our university

for the other suppliers we have. These solutions have not been ironed out at this time and we ask that you be patient.

Future updates will be provided through a Hawkfin announcement and Process documents will be evolving as we begin having orders placed and receive feedback.

If there are specific questions, you can send those to craig.x.alexander@ku.edu or emarks@ku.edu

Thanks,
Craig

Craig Alexander

Senior Director of Financial Services and Chief Procurement Officer (interim)

The University of Kansas

785-864-1432 (Office)

785-550-0570 (Mobile)

craig.x.alexander@ku.edu