

Procurement during suspended operations

If campus operations are suspended it is unlikely that vendors, UPS, FedEx, etc., will deliver to (or pick up from) campus. If operations are suspended, we will continue to provide purchasing/procurement support to the best of our ability. Ordering may be slower than usual, and orders will likely need to be delivered to the home address of a lab member. If orders are delivered to a home address the recipient must sign/date the paperwork (packing slip, etc.) and email it to <mailto:biopurch@uw.edu> or deliver hard copy to Brianna's mailbox (this is crucial for auditing reasons).

Please note that in the event of suspended operations ARIBA orders cannot be placed because they can only be delivered to campus locations. Another option is to place orders yourself and submit petty cash reimbursement requests. You will still need to sign & date packing slips and return them along with a petty cash reimbursement form and invoices to Brianna.

Perishables: Staff will verify if you wish to continue placing your perishables orders. You may be asked to provide an end-user phone number in case vendors will continue to deliver to campus if operations are suspended. You will be responsible for picking up your order from the loading dock. As FedEx/UPS will not be able to access the building.

Other options include: waiting until campus operations return to normal; order yourself, ship to a home address (see above for paperwork requirements), and request reimbursement via petty cash; our staff may be able to place orders using their UW purchasing cards, but a home address for shipping and a home phone number will be required (staff will forward any delivery information since signatures may be required).

It is NOT guaranteed that FedEx and UPS will continue deliveries to campus. They have reported that they will try.